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SUMMARY OF ACENCY EMPLOYMENT

I entered on duty with the CIA in April 1952 and have been in records management for my whole career, seventeen years of it overseas.

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18 August 1978

Mr. James S. Woods 304 Mondow Hall Dr. Rockville, MD 20851

Dear Mr. Woods:

We are enclosing the employee copy of your retirement action (Form 1150) that you requested 04 August 1978.

Sincerely,

Abraham Schwartz Chief, Control Division

Enclosure: 1 Form

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ADMINISTRATIVE-INTERNAL USE ONLY

1 8 APR 1978

MEMORANDUM POR: James S. Woods

FRON:

John N. McHahon

Deputy Director for Operations

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Commendation for Exceptional Performance

The Directorate of Operations Records Review Task Force has finished its work in Warrenton. I want you to know that I realize that a large measure of the success of this effort was due to the exceptional performance of the Records Management Officers who worked long and hard during the six-month period, patiently guiding the 435 Directorate personnel who served on the component teams. Many of you performed additional duties, voluntarily and cheerfully, extending beyond the ten-hour work day, which kept the task force functioning smoothly.

2. This fine team effort and your personal contribution to it is in the best tradition of the Directorate of Operations. I commend you for a job well done.

Hunlym

John N. McMahon

CCHFICERTIAL

1 AUG 1978

MEMORANDUM FOR: Director of Personnel

FROM

Kenneth Corbat

Chief, Retirement Affairs Division

SUBJECT

Request for Voluntary Retirement

Mr. James S. Woods

1. This memorandum submits a recommendation for your approval in paragraph 3.

2. The employee named above has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50h.

Grade: GS-13 Position: Records Management Officer
Career Service
Office/Division
Date Requested for Retirement: 4 August 1978
Age at that Date
Years of Creditable Service
Years of Agency Service
Years of Qualifying Service: 9

3. The applicant's Career Service and the CIA Retirement Board recommend that the request be approved.

/r/ Konneth Corbat

The recommendation contained in paragraph 3 is approved.

(Magazil) F. W. M. distory

2 AUG 1978

Director of Personnel

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| CONCUR: GEORGE OWENS (TELECOORD) | COSTOCRAS |
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| CONCUR: WILLIAM H. PLIPPEN (TELECOORD) | |
| DDF/RECORDS MGMT OFFICER | |
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NOTE TO PCS RETURNEES

Personnel processing in from a RCS foreign field assignment through Central Processing Branch are required to review the Employee Conduct. Handbook and the Information for RCS returnees. This information is contained in a notebook provided by the CPB receptionist.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970 and the information for returnees dated 1 February 1972.

JAMES 5 WOODS

NAME (Please Print)

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CONFIDENTIAL (When filled in)

Group 1 - Excluded from automatic downgrading and declassification.

Terrones, Aubrey F.
Taylor, Paul F.
Tilberry, Austin S.
Tilton, John S.
Tronnes, Sue Ann

Valetich, Steven T. Vandaveer, Robert J.

Walker, Richard L.
Walsh, Frances M.
Ward, James R.
Ward, Loretta L.
Warren, Gail
Warren, Ward W.
Watson, William Bruco
Weagraff, Ross M.
Whelan, James W.
Whistler, Leonard
White, Walter W.
Whittinghill, Robert B. (no. 2)
Wickham, Ben, Jr.
Wilcox, Rose Marie
Williams, Bruce P.
Williams, Caryl Joyce
Williams, Edward, Jr.
Wilson, Carolyn J.
Wolfe, Mayme E.
Woods, James S.

Yellin, James H. Young, Robert C.

VIETNAM (Contract Employees)

Allen, Maxwell J.

Bauso, Philip
Baylard, Robert W.
Bias, Louis
Rivens, Edmond
Bolton, William C., Jr.
Boos, Marvin L.
Bowman, David L.
Brown, Robert D.
Buckley, William F.

Chow, Gary Y. C. Collins, Francis A.

Certificate of Exceptional Service (for Vietnam)

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14 May 1968 Upbroud

MEMORANDUM FOR: FE Career Management Committee

SUBJECT: Recommendation for Promotion for Mr. James S. Woods from GS-09 to GS-10

I. FE Victoria Operations concurs in the field recommendation for the promotion of Mr. James S. Woods from GS-09 to GS-10. Following is the recommendation from the Chief, Operational Services Branch, Vietnam Station.

"Subject has been with the Organization since April 1952 and has served at Vietnam Station as Chiel, RI since January 1967. Subject was last promoted in 1958.

"As Chief, RI at Victorm Station, Subject is responsible for the supervision of eleven personnel engaged in highly diversified activities, all ambject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.

"Subject has easigntically applied himself to improving procedures within his Section and to the cross-training of employees under his supervision to provide Caribility in his operations. His efforts in these areas bore volcome fruit during the recent disturbances when his Section was placed on twenty-lour (24) hour duty for several weeks. During this portod, while operating with a reduced staff and an everincreasing workload. Subject kept all services operationally effective and on a timely basic with the exception of the in-country coupler runs which were interrupted for a few days by circumstances beyond his control.

"Subject is a dedicated, conscientious and loyal employee. He le cooperative, exercises initiative in accomplishing the tacks at hand and responds favorably to constructive criticism. Personnel in his section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.

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"Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive overseas experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level."

2. If promoted, Subject will occupy the position of 10 General, GS-11, Slot # 4984.

Pouglas S. Blaufarb Chief, Victnam Operations

4 March 1968

MENORANDUM FOR: Chief of Station

SUBJECT

Recommendation for Promotion -Mr. James S. Woods

- 1. It is recommended that Subject be promoted from GS-09 to GS-10. Subject has been with the Organization since April 1952 and has served at Victnam Station as Chief, RI since January 1967. Subject was last promoted in 1958.
- 2. As Chief, RI at Vietnam Station, Subject is responsible for the supervision of eleven personnel engaged in a highly diversified activities, all subject to tight scheduling and deadlines. Examples of some of the diversified activities for which Subject is responsible are courier service throughout Vietnam, cable secretariat functions and intelligence reports reproduction and distribution, in addition to the classic registry functions normally performed by a station registry.
- 3. Subject has energetically applied himself to improving procedures within his Section and to the cross training of employees under his supervision to provide flexibility in his operations. His efforts in these areas bere welcome fruit during the recent disturbances when his Section was placed on twenty-four (24) hour duty for several weeks. During this period, while operating with a reduced staff and an ever increasing workload, Subject kept all services operationally effective and on a timely basis with the exception of the incountry courier runs which were interrupted for a few days by circumstances beyond his control.
- 4. Subject is a dedicated, conscientious and loyal employee. He is cooperative, exercises initiative in accomplishing the tasks at hand and responds favorably to constructive criticism. Personnel in his Section perform their duties in a friendly, courteous and efficient manner. Their attitude, which is an expression of the direction received, has been brought to the attention of the writer on numerous occasions by various Station personnel.



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5. Subject is an acknowledged expert in his chosen field. He constantly seeks out new methods, equipment and knowledge pertaining to his profession and is furthering himself academically through attendance at the local University extension. He has the background and drive to provide potential for assumption of more senior positions in his field. In view of Subject's strong performance, extensive everages experience in a variety of situations and length of time in his present grade he is strongly recommended for promotion to the GS-10 level.

/s/John K. Smith Chief, OSB

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CONCUR /s/vincent Lockhart
Acting Deputy Chief of Station

APPROVE: /s/Levis J. Laphan
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F. 14

5 January 1986

ME AORANDUM FOR: FE Career Management Committee

SUBJECT:

Recommendation for Promotion of Mr. James S. Woods from GS-09 to GS-10

1. It is already recommended that Mr. James S. Woods be promoted from US Of to GS-10. Mr. Woods enjered on duly with the Agency in April 1992 as a US-03 Records and File Clark at signed to RFD. Since that time Mr. Woods has converted as a Recover Archyst associations the rocks and Atong. Mantla, and since 1931 in the Contest tier they be closed to the Tokyo Station. Mr. Woods in 31 years old and has been in grade as a time OS since 1958. He was previously term means of for promotion to 13-16 in November 1964 and some 1965.

2. In the promotice recommendation for the Tokyo Sigilar, 9 November 1964, the commended or the woods as follows:

"A, alry Woods is now on his see and four us Chief of the Tokyo is alson the gistry. This until a located of house. Air Station and hardice all normal pondence for all that is a lembra. In view of the test shall does notion in for and in I is different groupspile forestions, or great defined whap middly be given to the Woods to buy are that are no respectibility a successing parties is expedit and nonnerly my forest, dispersion for a level proposed to receive volved and proposed correspondence from other local politicary consider is correctly scribe of a level content. The large entities is supplied a large of the first of Tenoweller is supplied a new age out price if a dispersion of the Challet Tenoweller is supplied a new age out price if a dispersion.

"B. The fiel's by is presently composed of six employees in author to lie. Verise or in the Chief of this feet, our, Woods does at exemplary job is supervising these amployees with the result this history and the feet of the footing units or in the feet of the footing units."

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"C. In addition to his normal delice. The Woods is recovered chinking of ways so it; wease the ellip erely at the distinction keepingly; and to be of greater, aggiver on to the flat on the a whole, several of his ideas have been adopted by the histon will a resulting filteresse u. effectiveness: Wa postetek approach to all problems sea bla cheerfulness and willing eas in parture and seek have benefited both the Station and the Agency.

"D. In view of Mr. Woods demonstrated ability to one side leadership to the Station Regit ry an't, his posture approach to the unlitten of the many problems which de by begon this wife, it is strongly recommended that he promoted from 18-09 to 63-10 at the earliest opportionly.

a. Wr. Woods bas corffined to perform in an arm-all " though murner up ad'e seed to his recou<u>t l'incae répart. The</u> reasonly-pledired and effectivity : : : . tion (togethed the more of the Oak elbergetaple) ingés que located to air their. In Lidispulch, de ed 22 November 188, the present Calefo Brauch Tridge, trebut t "There is little along adding toy precitives or a tector content cation. Said 3 how when 1964, the prime the Allin Woods. He is personning to duties as the is the liky million heart by which exhibites and disperse We have no e species on a his consistency of the second and the second and the second and the second second second second the second
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| Woods, James S. | Wife - Louise A. | 66-148 |
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MEMORANDUM FOR: James S. Woods

VIA

Chief. FE

1. The problem of effective management of the operational records of the Clandestine Services is one of our most important responsibilities. In this connection, you have been selected by your Division, and authorized by the Clandestine Services Records Committee, to act as Records Officer for your component. Your selection is based on your professional qualifications to carry out an assignment requiring experience, judgment, and a knowledge of the objectives of the Clandestine Services. A copy of this memorandum will be placed in your official personnel folder to record your appointment as Records Officer.

- 2. You are to act on behalf of your Division or Staff element in authorizing the destruction of material of no value to the Clandestine Services in accordance with criteria established for this purpose. You are empowered to authorize the destruction of documents and index cards recommended for destruction by other members of your Branch, and to desensitize KAPOK and RYBAT material which is no longer sensitive or which has been restricted in error. Your signature will be recognized by RID as that of an officially appointed Records Officer.
- 3. At the meeting of 16 December 1958 , you were briefed on the details of your duties as Records Officer. It is now considered that you will be able fully to execute your duties as Records Officer and thus make a real contribution to the CS Records Management Program.

WENDELL E. LITTLE

DDP/RMO

cc: Personnel Jacket of Addressee

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Chief, WH Division
ATTH 1 Chief, RI
Chief of Station, Maxico City

31 January 1958

Administrative

1DY Service - RI Team

ACTION REQUIRED: Routing copies to Personnel files of employees concerned

- 1. During the period of February to August 1957, Francis E. SUCY, James B. WOODS, Dorothy SPICEA, Virginia LONG, and Sarah J. REMNETT served the Mexico City Station as a Records Reorganization team. The Chief of Station, Maxico City, vishes to make it a matter of record that the RI employees listed above served efficiently and well and were a fine addition to this station during their service here.
- 2. Mexico City Station vishes to acknowledge at this time, not only the cumplary service rendered by these employees but also the splendid support that RI Division has given to this station.
 - 3. The RI employees named in paragraph 1 worked hard (spending many hours more than the forty normal work hours each week) and efficiently on Mexico City Station files. In addition, they were consenial, friendly and a pleasure to have in the Station.

WINSTON BOOTS

ACF/cps

29 January 1958

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Hame: WOODS, James

CS Designations

Nature of Action: Reassignment

Pos. Title:

I. o. (CI)

Grade:

CS-7

08-7

Division:

DDP/FE

DDP/FI

Branch 1 - Korea Base

RI

Staff: Branch:

Records Integration

Analysis MH & Operations

Sections

Personality Files

Analysis

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Mokosuka, Japan

ATR OR SEA POUCH

DISPATCH NO. PKLA

CLASSIFICATION

_Chief, FE

DATE

4.FEB.1955

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INFO: Chief, Support Mission, _Crinava

Chief. Korea Mission Administrative/Personnel

Recommendation for Promotion -SPECIFIC-

Janes S. WOODS

1. It is recommended that James S. MUINS be premoted from GS-5 to GS-7. Subject extered on duty with the Borea Mission 26 July 1954.

- 2. 2005 prosently occupies proposed Slot No. 21 which has been re-1953 and has performed the duties of his present assignment since 10 August 1954.
- 3. Subject has had approximately two years of experience in the maintenance of agent records. This experience has enabled him not only to assume his present responsibilities with a minimum of supervision, but also to initiate a completely new and improved system for the maintenance of the agent records of the Korea Mission. Due partially to the efficiency of the system that he has initiated and partially to the enthusiasm with which he approaches his work, FOSHAG has. assumed the work load previously handled by two individuals and at the same time has managed to keep his backlog to a minimum.
- 4: MCDS'is conscientious, hard-working and more than willing to work long bours of overtime without additional compensation in order to maintain his section on a current basis. Subject individual devoted unusually long hours to reestablish bimcelf during the recent tore of this Mission to Japan. On the basis of work performance and notivition, subject is recommended as justly deserving of promotion to GS-7.
- 5. I certify that MCCDS is performing the hitles outlined in the job description attached boreto.

1 February 1355

To 1 BCL - a/s DISPERSION:

1 - Chief, FE

1 - Chief, CM

CLASSIFICATION

CONTIDENTIAL.

PROTOTO DELGALICITA . James S. WOODS

1. Hature and Furrose of Mork:

My position is that of intelligence enclyst in the Personality File section of the Records Internation Branch. I am responsible for the maintenance of agent records and personality files.

2. Duties:

- a. To raintwin all agent records. This takes a good percentage of my time as it includes the following:
 - (1) Make all KOMI file checks on PRQ's and file check requests, writing up the results and forwarding them to the proper agencies.
 - (2) Nake sure that all PRQ's and file check requests have the correct classification, the proper number of capies for distribution, correct name and telecodes, and are forwarded to the proper case officer or foreign unit.
 - (3) See that the results of KCKI file checks received from Headquarters and CHIKI are properly carded and forwarded to the case officer concerned.
 - (4) Keen all agent records up-to-date with regard to cryptonyme, FOC's, OC's and other additional information received.
 - (5) Keep files on all terminated agents and see that the proper records are filled out and forwarded when they are terminated.
- b. To saintain the EI card index, assuring that all cards received in RI are preserly filed and have the correct names and telecodes. (
- c. To analyze, card and file all documents forwarded to Personality Files; these includState Stationsemon, MOR's, Contact Reports; CC MFT Reports, MFTU's, various intelligence summaries, the.
- 3. Responsibility for the Nork of Others:

21/A

4. Scope and Effect of Work

I am recognishe for making all ESST file chacks. I must see that they are made out thoroughly, quickly and accurately. By check may decide the eutoome of hiring or refusing to hire a prospective agent or object employee for an openation or project.

5. Supervision and Suid mea Received:

I receive no lineat supervision or guit now in lutter relating to the wainterance of agent records. I receive over-all policy guitance from the Chief of RI and some guidance from branch chiefs and case officers.

CONFIDENTIAL

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6 Liental Dearmile:

- a. Initiative: In order to maintain agent records properly, I must always keep alert for new ways to keep them up-to-date and meet any demands that may be made for drawing up new procedures for the maintenance of agent records.
- ... b. Griginality: To slopt new ways of maintaining agent records without losing control ever the flow of daily material.
- c. Judgment: I must decide what action should be taken on all KCMI file checks, regarding what information is to be sent to Houdquarters and CHIMI.

7. Fersonal Work-Contacts:

I must maintain close personal contact with all case officers and branch chiefs in order that I may maintain up-to-date agent records.

8. Others

I must maintain files of all documents routed to Personality Files. Also I must resolve problems the branch chiefs or case officers may have in regard to agent records.

Also, I have recently established a 201 agent record system for the Mission and am responsible for its continual maintenance.

CONFIDENTIAL

CHECK LIST FOR TRIBETIO

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| Mr. James S. WOODS | | 20 Feb 26 | ŀ | 16 F |
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THE RESERVE

Fr. James S. Woods

1 June 1953

Washington, D. C. Intel. Anal.

05-L

BV-469-08 CS-L

High School Graduate, 2 years of Business College

Treasury Dept., Accounting Clerk, OS-2, May 1950 to Jan. 1952 OS-3, Jan. 1952 to April 1952

OSO/RI, File Section, File Clerk, OS-3, 21 April 1952 to 17 Aug. 1952 OS-4, 17 Aug. 1952 to 16 Warth 1953 DDP/FI/RI, Concolidation Section, Mail & File Clerk, OS-4, 16 Warch 1953 to present

| STANDARO PORM 52 RODOW SALTS BY THE B. C. A. THYTHIC (TOWNSTOR | | | | Art 184 | ·········· | • |
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| REQUEST FOR PERSONNEL ACT | Tion | | . į | • | | |
| REQUESTING OFFICE: Fill in items 1 through If applicable, obtain | | | | | s otherwi | se instructed. |
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| Reassignment | | | | | | - " |
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| Mail & File Clerk 57-364.08 | & POSITION TITLE | шо | io- Intel. | Inal. | B | W-469.08- |
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| C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extens | ion | notuidi | aware | 2 | 741 | nuro_ |
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| James S. Woods | • | 20 F | въ 1928 | | | March 53 |
| a nature of action medicate: A restount (Specify whether appointment, promotion, see Reass/grument | peration, eta.) | - | - | A PROPOSED: | 7 | C S OR OTHER LEGAL AUTHOR ITY |
| L POSITION (Specify whether setablish, change track or tith | àto.) | | | | | |
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| figh- | & POSITION TITLE | AND | 10- | , | | |
| File Clerk BV-356 | 7. | | Mail & F | ile Clerk | . B | V-364.08 |
| GS-4-305 \$3175.00 pa | A SERVICE, GRADI | , ma | GS-4-305 | \$3175 | .00 pa | |
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| Processing & Records Branch | | | | ng & Reco | rds Bran | oh. |
| File Section | IL HEADQUARTER | r | Consolid | ation Sec | tion: | |
| Washington, D.C. | . | l | | on, D.C. | | |
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| JOHN M. SCOTT, Chief, RI Golden | Lecht au | Inature: | Cawa | sd CS | Ac to | majo |
| 6. FOR ADDITIONAL INFORMATION CALL (Name and reignone extens | 1 | 101 class | . File | 00 | | |
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| PERSONN ACTION REQUEST | REGISTER NO. |
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| James S. Woods | PROJECTED EFFECTIVE DATE |
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| Promotion | LAST WORKING DAY: |
| FIGURE | Photography manufacture. |
| (Ros | EMPLOYEE'S SIGNATURE: |
| TITLE | |
| File Clerk X-39.04 | File Clerk X-102.22 |
| GS-3-305 \$2950.00 per annum | GS-4-305 \$3175.00 per annum |
| OFFICE | 000 |
| . 080. | 090 |
| RI | RI |
| BRANCH AND SECTION Processing & Records Branch | Analysis & Operations Branch |
| File Section | Service & Correspondence Section |
| Washington, D.C. | Mushington, D.C. |
| DEPARTMENTAL THE FIELD | DEPARTMENTAL X PIELO |
| From X-39.04 to X-102.22 Subject has been in grade since 21 April 19 Approved: July 52 Chief, RI | 952. |
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| MEN SICE I. A. AEAL | APPROVACE |
| Off Office of the state of the | Aug 52 SIGNATURE OF DIVISION CHIEF |

FC+W #4 37-3

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EL TO: BELEASING CROANIZATION-You are to betted to furnish promptly the feare date o

PLEASE PORVARD FIRE AND LEAVE RECORD TO:

From 11 May 1950 to 19 April 1952
Piscal Acet. Clark GS - 3 \$2950.00 per annua
SUPERVISOR: Miss Ryan
U.S. Trendury Department
Pennsylvania Avenue
Vashington, D.C.

fie

WOODS, JAIRS S.

NOTE

If this address is not the correct one to which future inquires should be mailed, he sure to insert the correct address under item 20a.

POLO IERE FOR MAILING

22. Ratura to: EMPLOYING ORGANIZATION

FORWARD DIFICIAL PERSONNEL FOLDER TO R. D. J. HOPHING. ETATOAL INTELLIGENCE AGENCY 24.22 C STREET, N. W. WASHINGTON 25. C. C.

911

To: RELEASING ORGANIZATION—You are reques to rurnian prompts

FROM 11 May 1950 to April 1958

From 1 Acct. Clark CS 3 \$2950.00

From Programmy 1978.

Piscal Acct. Clota U.S. Tyeasury lapt. 15th & Peuma. Ave H.W. Washington D.C. JUMBS S. WOODE OF EMPLOYEE

NOTE

If this address is not the correct one to which future inquiries should be to which to insert the correct mailed, he sure to insert the correct address under item 18s.

FOLD HERE FOR MAILING

Return to: EMPLOYING ORGANIZATION

Coorgo B. Molcon Ch30 B Street N.W. Washington D.C. By 1150 was forwarded by your office

In May 1952. Since this copy has been
detached from our files it is requested that you forward a copy of

Base to the address at left.

119 P.S.L

| EN I KAN | CE ON DUTY NOTICE - |
|---------------------------------------|--|
| 1. 10 | 2. DATE |
| 960 20 | 22 April 1952 |
| Notice of Final Processing of Applica | |
| 3. MANE | 4. (MTRANCE SALARY |
| Jegos B. Veets | \$5930.00 |
| 9 1116 | 5. GRADE |
| T - File Clerk | 68 — 3 |
| N . | |
| CIA. Signed clearance for entranc | e meets all standards for full employment with e on duty has been received from Inspection e personnel file of this individual. Effective ty with your office. |

c;;

APR 4 1952

MRO JAMES WOODS 3605 MINN. AVE, SE

DOOR ME WOODS

14-00000

Four conloyment has been approved by this Agency at 1 93 per annua, subject to the satisfactory completion of additional proceeding on the day you enter on duty. It is requested that you report to the Escopticalst, East End of Temporary "I" building located at 17th and Independence Avenue, 3. W., at 8:30 a.m. as soon as possible.

Please advise Mrs. Exem, 2430 "E" Street, N. V., by talephose, Executive 6115, Extension 3693 of your cuset reporting date.

Cineeraly yours,

Endoor tolophoned 4-5-52, spoke with Edge of Truckery
Subject will for 21 Ofte 52 - Now as Truckery
Subject will hot book spaces.

CENTRAL INTELLIGENCE AGENCY 2430 E STREET NW. WASHINGTON 25, D. C.

22 March 1952

Mr. James S. Woods 3505 Minnesota Avenue, S. E. Washington, D. C.

Dear Mr. Wodss --

In reference to your application for employment, this letter is to assure you that the processing of your papers as a C3-3, \$ 2950 per annum is being continued by this agency. A definite offer of employment cannot be made, however, until such time as all processing has been completed.

The processing is a rather lengthy one; but when further information is available, we shall get in touch with you immediately.

In the meantime, it would be appreciated if you would advise us of any change in your present status, such as change of address, etc.

Your continued interest and patience are appreciated.

Very truly yours,

PHANK G. JANEHA Personnel Division AND THE RESIDENCE OF THE PROPERTY OF THE PROPE

OUTGOING CLASSIFIED MESSAGE

PAGE NO

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| UE. | 4 W H F S | '^ | | | UCH | ヒヒハ | OC:IL |

| DATE: | 5 Mar 52 | ROUTINE | PRIORITY | URGENT |
|--------------|---|-----------------------|----------|------------------|
| FROM: | POC | (ORIGINATING OFFICER) | | PHONE EXTENSION, |
| TRANSMIT TO: | MR. JAMES WOODS 2817 CONNECTICUTY AVE., H. W. WASHINGTON, D. C. | serena | ddies | . · |

TYPE IN CAPITAL LETTERS, DOUBLE SPACED

TELEGRAM - NIGHT LETTER

EMPLOYMENT APPROVED THIS AGENCY \$ 2750 PER ANNUM, SUBJECT
SATISFACTORY COMPLETION OF ADDITIONAL PROCESSING. DESIRE
REPORT SOCHEST POSSIBLE RECEPTIONIST, EAST END TEMPORARY "I"
BUILDING, 17TH AND INDEPENDENCE AVENUE, SOUTHWEST, WASHINGTON,
D. G. AT \$:30 A.M. ADVISE HES. BROWN 2630 "E" STREET NORTHWEST,
BY COLLECT NIGHT LITTER OR COLLECT PHONE, EXECUTIVE 6115, EXTEMSION 3698 THE EXACT REPORTING DATE.

Jo now a lod PHS)

18 3 (see lod 48.2.

18 Novembre a March

Wow Hold a March

FRANK Q. MARENA.

RELEASING OFFICER

CONFORMATING OFFICERS

AUTHENTICATING OFFICER

CLASSIFICATION

102 1015 35-7 Tenten etaka karan baran bir 15-6

Target price at termenous & a C 20019 : 81

CENTRAL INTELLIGENCE AGENCY 2430 E STREET NW. WASHINGTON 25, D. C.

20 Fabruary 1952-In reply refer to ED-4

4. James Hoods 2317 Conn. Aveines No nashdigton J. C.

bour the looks

POST OF THE PROPERTY OF THE PR

This is to advise that actual processing of your application for employment with this Agency has been initiated. Specific details as to the type of appointment and salary will be contained in subsequent correspondence. Please direct all future correspondence to the undersigned.

If applicable, the attached form should be completed and returned within two weeks. Thank you for your prompt attention to this matter.

Very truly yours,

Personnel Division

Enclosure

3, -63

Append nits

Mossa forward three passport size photographs at your earlicot convenience.

20 0

CERTIFICATE OF ATTENDANCE

APR 28 1952 I certify that on IDATES the Agency Indoctrination Course specified by Regulation 25-1.

FORT NO. MAY 1950 37-115

TO:

Medical Division

FROM:

Transactions & Records

SUBJECT: Woods., James S.

Request that above maned subject be given a physical examination.

POSITION: , File Clerk

CRAPE:

GS - 3

HOTARE:

OSO RI

STRVICU:

DEPT.

MATTER OF APPOINTERT:

FORT: 10. 57-115 EXC.

| PERSO L ACTION REQUEST | REGISTER NA. |
|---|--|
| James S. 1:0003 | REDUCTED EFFECTIVE DATE APR 2 1 1952 |
| NATURE OF ACTION | MHEM FERNING (FORCHERIO) |
| | LAST WORKING CAY. |
| Excepted Appointment | - EMPLOYEE'S SEGNATURE: |
| race | 10 |
| TITULE | File Clerk Z-39.04 - 1 |
| GALDE AND SALARY | GS-305-3 \$2950.00 £ |
| COPICE COVISION | 080 |
| · : | RI |
| BRÁNCH AND SECTION: | Processing and Records branch File Section |
| OFFICIAL STATION | Washington, D.C. |
| DEPARTMENTAL | COMMINICATIVE THE BEST CO. |
| (To P-39.04) 920 | |
| Approved: John M. M. Coff Chief, RI 15 FEB 1952 | # 57 In state 428-52 |
| Accountesta. | SUCCESSED OF CHIEF CHIEF CONTROL CHIEF CON EACH COPPLIERS |
| FLACENCERT | ERSONNEL CONT FRANSACTIONS 2012 ESTORDS |
| * CLEARACE ACCUSTED JAMES H. POWELL | MILITARITY LOD PAG. 116 (B) |
| DATE SIGNATURE | 210p. 52 Murgant C. Dalley |
| | गामक्षा सामान्यः <u> </u> |
| C 2 C MA DATE APPROVED | CATE "STATE " |
| ALAL PICE | DATE SOMETURE OF ELECTRICAL SHEET CASE SOMETURE OF ELECTRICAL SHEET CASE SHEE |
| 29 Feb. Wingston Bull | THE SMANN SE OF THE STATE OF TH |
| 9 M 27 2 | A)pasz / L/Stopplians |

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N. MITINENITY STATE IN ARCH REQUEST FOR SECURITY CLEARANCE FULL BANE Itasti (midale) FAITUTE | GRADE 1328 POSITION TITLE CODE LOCATION TOPPICE! DIVISION COOL CODE TYPE OF EMPLOYEE CONTACT CONSULTANT MILITARY 9. 01-10: VOUCHERED J MANONCHEBED TYPE(S) OF SECURITY CLEARANCE REQUESTED Y PROVISIONAL FOR: Ishow name of pool or group! K SECRET D ST. POOL Y) FULL JANVER AVAILABILITY GATE IDA-MO-YET EST. CLEANANCE DATE IMO-YET RECRUTTMENT SOURCE 01 SEN AND VETERAN STATUS REMARKS: SECURITY INITIATED BY FORTH. SUPERSHOES ACTION OF 1/5/52. cuanda or ortica, division & driven. Attachments: Matte o. Janes Arrend, I Photos. P1413129

FC234 30. 31-104 AM 1931 31-104 101

Office Memorandum DATE: 8 Feb. 1952 SUBJECT: WOODS, JAMES In Phoneis as 652 Clerk. He won't accounting clark eventually, but there are no openings at present, & we have two other - better qualified - accounting clarks in f in reverse at present. Possibility for minofilm traine?

Mangland

P.000

ME

2817 Jonn. Ave. N.V.
January 12, 1952

Dear 31r:

I received your letter dated January 5, stating that - I was to inform you of any changes in my present status...

I am now a grade 33 2 with an one year increase. I am now being considered for a grade 33 3 in the Treasury Dept. I assure you; this does not lesson my zeal to get in the C.I.A.

I would like to know if your Agency would transfer or consider me for appointment at a grade 45 3.

Bincerely yours,

James Schools

| FULL HAMI FOSITION TITLE LOCATION TOPPICE? CODE CODE COUNTRY, AS APP TYPE OF EMPLOYEE 9. OTHER: FUNDS MOUCHERED MOUCHERED WOUCHERED | Joshington D. C. MILITARY |
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FORM BO. 37-104 JUH 1951

SECURITY INFORMATION "

Mr. James S. Woods 2017 Conn. Ave. H. W. Washington, D. C.

Dear Mr. Woods:

The appointment, if offered, will be temporary indefinite in nature. Processing procedures require about 30 days to complete. Unless you are notified to the contrary during this period, you may assume that you are being actively considered for employment. Upon completion of this processing, we will contact you immediately.

In the meantime, it would be appreciated if you will keep us advised of any changes in your present status, such as change of address, stc.

Please let us know immediately if during the interim you find that you will not be able to accept employment with this organization.

Very truly yours,

Joseph B. Ragan 600 Chief, Personnel Division

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FORM NO. 37-104 JUN 1951

Office Memorandum . United states government

TO File

DATE: 3 January 195

FRÖM

subject: James S. Woods

1. Contacted Treasury Dept. this date and Employee Relations Officer stated that subject had no efficiency ratings since he had not been there long enough before being granted military furlough and after his discharge. However, she stated that Mr. Woods had been a very satisfactory employee and there was nothing derogatory in his file.

L. F. PLAIS

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CONFIDENTIAL

rersonnel Division
Central Intelligence Agency
200 "E" Street, N. W.
Washington, 25, D. C.

SUBJECT: Availability of ___

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| your | con | siderati | on of th | e applica | tion for | employme | ent of the | above- |
| name | i in | dividuĝi | who is | presently | employe | d by this | office. | |
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Jämes S. Woods

2. In the event this employee is accepted by your Agency, it is requested that the individual named below be contacted relative to the effective date of his transferoments release.

(Signature)

Acting Personnel Officer

Bureau of Accounts.
Treasury Lepartment
(Agency)

Contact for further information:

Frances C. Murphy
(Name) ====10yee melations Officer

Code 172, Extension 2628

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NOTIFICATION OF ESTAL SHIERT OF CANCELLATION OF OFFICIAL COVER BACKSTOP 10 May 1971 CHIEF, CONTROL DIVISION 2542 TO: EMPLOYEE NUMBER CHIEF, CONTRACT PERSONNEL DIVISION 010032 CHIEF, OPERATING COMPONENT (For action) ATTH: EUR/Chief Support Staff OFFICIAL COVER REF: Form 1413 dated 6 May 1971 Department of State WOODS, James S. (EEP ON TOP OF FILE WHILE COVERSING FEECT ESTABLISHMENT OF OFFICIAL COVER BUCCT PESSINGS TEMPORARILY FOR EFFECTIVE DATE B. CONTINUING AS OF From EOD SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY (HB 20-7) SUBMIT FORM 642 TO CHANGE LIMITATION CATESORY. ASCERTAIN THAT State W-2 BEING ISSUED. RETURN ALL OFFICIAL DOCUMENTATION TO CCS. SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (#R-240-24) SUBMIT FORM 1323 FOR TRANSFERRING COVER RÉMA

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6 Mar 59

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MEMORANDUM FOR: Chief, Records and Services Division Office of Personnel

SUBJECT : J

James Sauvie WOODS

- 1. Cover arrangements the process of the pleted for the above-named Subject.
- 2. Effective as 5 Mar 1959, it is requested that your records be properly blocked **COPENSO** to deny **COPENSO** Subject's current Agency employment to an external inquirer.
- 3. This memorandum confirms an oral request of 6 Mar 59 by Mr. E. C. Davies, Room 1608 "L", Building, Extension 2420

P HARRY W. LITTLE, JR. Chief, Central Cover Division

ce: SSD/06

THE PERSON SECRET PERSONNEL

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Chief, Pecords & Services Division Office of Personnel

Security Support Division Office of Security

James 8. WOODS

1. Cover arrangements have been completed for the above named subject who will be visiting a foreign country for a day TDY trip.

2. Iffective this date , it is requested that your records to preverly (xxxxxxx) (re-opened) to (xxxxx) (acknowledge) subject's current Agency employment by an external inquirer.

Idward & Boston
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Chief Official Cover & Liaison, CCB

CC: SSD/6S

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EFFECTIVE DATE OF PAY ADJUSTMENT: 12 OCTOBER 1975

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EFFECTIVE CATE OF PAY ADJUSTMENT: 13 CCTOBER 1974

NAME ...

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EFFECTIVE DATE OF DESIGNATION: DI MAY 1974.

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MPAY ADJUSTMENT IN ACCORDANCE WITH THE PROVISIONS OF SECTION 5305 OF TITLE 5. U.S.C. AND EXECUTIVE UNDER-11739 PURSUANT TO AUTHURITY OF OCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DOLD DIRECTIVE DATED ON OCTOBER 1962.

EFFECTIVE DATE OF PAY ACJUSTMENT: 14 OCTOBER 1973

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EFFECTIVE DATE UF PAY ACJUSTMENT: 07 JANUARY 1973

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MPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENTE 9 JANUARY 1972

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MPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIÀ ACT OF 1749, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS TO JANUARY 1971

ORGN. FUNDS GRASTEP

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EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME

SERIAL DRON. FUNDS GR-STEP

NEW SALARY

WOODS JAMES S

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MPAY ADJUSTMENT IN ACCORDANCE RITH SECTION 212 OF PL 90-206 AND EXECUTIVE AS TAMERCED, AND A DCI DIRECTIVE CATEC & DCIDGER 1962"

EFFECTIVE DATE OF PAY ADJUSTME TO 13 Jay 1969

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MPAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 FF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DOL AS PROVIDED IN THE CIA ACT: DF 1949, AS AMENDED, AND 4-DOL DIRECTIVE DATED 6 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

4.

NAME

SERIAL CAGN. FUNDS GR-STEP SALARY SALARY

HOODS JAMES S

010032 45 500 CF GS 09 7 \$ 9,608 \$10,154

*PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS 8 OCTOBER 1967

#AME SERIAL ORGN, FUNDS GRASTEP SALARY SALARY
HJOBS JAMES S 010032 45 500 CF GS 89 7 \$ 9.202 \$ 9.668

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Uso Provious Eduton HPAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURGUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949. AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962.

EFFECTIVE DATE OF PAY ADJUSTMENTS 3 JULY 1966

NAME

SERIAL ORGN. FUNDS GR-STEP SALARY SALARY

HOODS JAMES S

G10032 45 380 CF GS 09 7 \$ 9,003 \$ 9,262

| 1. Serial No. | | 3 Name | | | 3. Cost Center Number | | | 4' LWOP Hours | | |
|-----------------------|-----------|----------|--------------------|----------------------|-----------------------|---------|------------------|---------------|-----|-----|
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MPAY ATUUSTMENT INTAMCORDANCE WITH SALAWY SCHEMULES OF MU N9-301 PURSUANT TO AUTHORITY OF DOT AS PROVIDED IN THE DIA ACT OF 1949. AS AMENDED, AND AMEDITY DOLLOW DIRECTIVE SATER & UCTOBER 1982.

EFFECTIVE DATE OF PAY ADJUSTMENTS 19 OCTOBER 1965

HOCES JAMES S

| 010032 > 000 | | 2 | | 1. Coal Certer Humber 45 380 CF | | | 1 | IWOP | Hours | |
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CLERAS INSTEALS

AUDITED BY

PAY CHANGE NOTIFICATION

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ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF 1949, AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES Federal Employees Salary Act of 1964

| | | | | _ | | - | | | | |
|--------|---------|---------|---------|----------|---------|---------|----------|---------|---------|---------|
| 20.400 | | | Per A | nnum | Rates | and | Şteps | | | |
| GRADE | 1 | 2 | 3 | 4 | 5 | 6 | 1 7 | 8 | 9 | 10 |
| GS- 1 | \$3,385 | \$3,500 | \$3,615 | \$3,730 | \$3,845 | \$3,960 | \$4,075 | \$4,190 | \$4,305 | \$4,420 |
| GS- 2 | 3,680 | | | 4,055 | 4,180 | | | 4,555 | 4,680 | |
| GS- 3 | 4,005 | 4,140 | 4,275 | 4,410 | 4,545 | 4,680 | | | 5,085 | 5,220 |
| GS- 4 | 4,480 | 4,630 | 4,780 | 4,930 | 5,080 | 5,230 | | 5,530 | 5,680 | 5,830 |
| GS- 5 | 5,000 | 5,165 | 5,330 | 5,495 | 5,660 | 5,825 | | 6,155 | 6,320 | 6,485 |
| GS- 6 | 5,505 | 5,690 | 5,875 | 6,060 | 6,245 | 6,430 | 6,615 | 6,800 | 6,985 | |
| GS- 7 | 6,050 | | 6,450 | 6,650 | 6,850 | 7,050 | | 7,450 | 7,650 | 7,850 |
| GS- 8 | | 6,850 | 7,070 | 7,290 | 7,510 | 7,730 | | 8,170 | 8,390 | 8,610 |
| GS- 9 | [7.220] | 7,465 | 7,710 | 7,955 | 8,200 | 8,445 | | 8,935 | 9,180 | 9,425 |
| GS-10 | 7,900 | 8,170 | 8,440 | | 8,980 | 9,250 | 9,520 | | 10,060 | |
| GS-11 | 8,650 | 8,945 | 9,240 | | | | | 10,715 | | |
| GS-12 | 10.250 | 10,605 | 10,960 | 11,315 | 11,670 | 12,025 | 12,380 | 12,735 | 13,090 | 13,445 |
| GS-13 | 12,075 | 12,495 | 12,915 | 13,335 | 13,755 | 14,175 | 14,595 | 15,015 | 15,435] | 15,855 |
| GS-14 | 14,170 | 14,660 | 15,150 | 15,640 | 16,130 | 16,620 | 17,110 | 17,600 | 18,090 | 18,550 |
| GS-15 | | | | | | | | | | 21,590 |
| GS-16 | | | | | | 22,210 | 22,865]. | 23,520 | 24,175 | |
| GS-17 | | 22,195 | 22,945 | 23,695 : | 24,445 | | | | | |
| GS-18] | 24.500 | | | | | | | | <u></u> | |

NOTIFICATION OF PERSONNEL ACTION 10PD 09/18/64 2 MARE GAST FIRST MIDDLE) HOODS JAMES 8 4 EHECTIVE DATE 3 MATURE OF PERSONNEL ACTION REASSIGNMENT 09 18 64 7 COST CENTER NO. CHARGEABLE-V 119 5 ¥ 10 ¥ FUNDS Ø 10 V Ø 30 9 5137 1566 0000 ID LOCATION OF OFFICIAL STATION DOP/FE DIVISION

JKO TOKYO CEN REG REC TOKYO JAPAN 12 POSITION NUMBER 13 CARSER SERVICE DESIGNATION 11 POSITION FIFEE INTEL ANALYST CH 4466 . D IS GRADE AND STEP H (LASSIFICATION SCHEDULE (SS. 18, etc.) IS OCCUPATIONS SERVE 17. SALARY EAR RASE 09 GS \$132.39 IN REMARKS POSTED

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IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND OCI MEMORANDUM DATED 1 AUGUST 1956; SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME

SERIAL ORGN FUNDS GR-ST SALARY SALAR

HOODS SAMES S

010032 49 380 CF GS 09 5 \$ 7,575 \$ 7,95

| 1. Seriel | No. | 12 | | | | | | ' | سجها | | | | | | - | 3 | | | | - | Con | ige · | M | - | ber | ٠. | | | - | £. | wor | * | own | _ | 1 | | | |
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12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND QCI

DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME

SERIAL

GRADE+STEP

OLD SALARY

NEW SALARY

HOODS JAMES S

510032

G5-07-4

\$ 4,930

\$ 5.430

GORDON M. STEWART VS/ DIRECTOR OF PERSONNEL

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CENTRAL INTELLIGENCE AGENC.

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AFW APRIL 1961

PROBAGRATED BY

W CIVIL RESPICE COMMISSION

(CENTRAL INTELLIGENCE AGENCE)

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MELLIN WAS FERREL FERROWSE. REQUEST FOR PERSONNEL ACTION ULICUCHERED REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 68 and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse. 1. DAME (Mr .- Mise- Mre - One given name, initial(s), and surname) 2 DATE OF BIRTH 1 MOREST NO. Mr. James S. Woods 20 Feb 28 May 56 & NATURE OF ACTION REQUESTED. A PERSONNEL (Specify whather & EFFECTIVE DATE LCASSIGN SENT change grade or title, etc.) B. APPROVED: 1 7 JUN 1958 Change in Title and Service Number A POSITION TITLE AND BFF 583.05-3 OFB Off (CE) IO-CI BFF 583.05-49 9 com 4 66a GS-0136.52-7 1535 AL60. GS-0136.53-7 & SERVICE GRADE AND DOF/YE DDF/FE Branch 1 - Korea Base Korea Mission 16 ORGANIZATIONAL DESIGNATIONS Records Integration Branch Records Integration Branch Personality Files Section Personality Files Section ntsugi, Japan IL HEADQUARTERS Yokosuka, Japan DEPARTMÉNTAL SD:DI X nao DEPARTMENTAL A. BEMARES (Use reverse if necessary) T/O Change R REQUEST APPROVED E H. F. Cilbert, FE Fersonnel Officer & 102 ADDITIONAL INFORMATION CALL (Name and telephone extension) lris 3. Wilson Ex 8761 14 POSITION CLASSIFICATION ACTION 13. YETEPAN PREFERENCE WES STREET SPE MEW VICE | I A REAL 19 POINT TANAH OTHE SD:DZ 33 SUPJECT TO C S RETHEMENT ACT (185-NO) 18. DATE OF APPOINTMENT AFFIDAVITS
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U.S. CIVIL SERVICE COMMISSION
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CENTRAL INTELLIGENCE AGENCY

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4. PERSONNEL FOLDER COPY

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CENTRAL INTELLIGENCE AGENCY

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4. PERSONNEL FOLDER COPY

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| Cawlor, Carol A. | Fil | e Cler | k | | 68-1 | ħ.: | X-38.02 | 3 | File Clerk | OS-305-4 | BV-354.0 |
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CENTRAL INTELLIGENCE AGENCY

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| FITNESS REPORT | |
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| SECTION A GENERAL INFORMATION | |
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| SECTION B. QUALIFICATIONS UPDATE | |
| IF QUALIFICATIONS UPDATE FORM IS BEING SUBMITTED WITH CHANGES, AND IS ATTACHED TO THIS REPORT, PLACE TH WORD "YES" IN THE BOX TO THE RIGHT. IF NO CHANGES ARE REQUIRED, PLACE THE WORD "NO" IN THE BOX AT RIGHT | NO |
| SECTION C PERFORMANCE EVALUATION | |
| U-Unsatistactory Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature could range from counseling, to tirther training to placing an probation, to reconfinement or to separation. Describe or proposed in Section D. | of the action action taken |
| A-Marginal. Performance is deficient in some aspects, this reasons for assigning this reting should be stated in Section D and ren | iedial actions |
| Proficient Performance is solisfactory. Desired results are being produced in the manner expected. | - |
| Strong Partormance is characterized by exceptional proficiency. — Quittending Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others. | Ablaa -1—# - |
| work as to warrant special recognition. | ooing - similor |
| SPECIFIC DUTIES | |
| st up to sta of the most important specific duties performed during the roting period, insert railing letter which best describes the manner in which performs EACH specific duty. Consider ONLY effectiveness in performence of that duty. All employees with supervisory responsibilities MUST be all collections number of employees supervised. | rated on |
| PECIFIC DUTY NO. 1 Chief of CCS Registry Supervises employees in setting up and main- | PATING |
| aining Staff files and necessary card indices; receiving, distributing and dis- | LETTER |
| matching correspondence to and from the Staff; and processing requests for file | 0 |
| races and other information. Pacific outr No. 2 CCS Records Management Officer Responsible for overall management | PATING |
| r CCS records management program. Monitors developments in DDO records manage- | LETTER |
| ent policies and procedures; maintains limison with ISS and DDO Records Manage- | o |
| ent Officers; seeks improvement in CCS records organization and discipling. | PATING |
| CS computerized records system (CENCO) to ensure proper integration of Registry | LETTER |
| nformation. | s |
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| OVERALL PERFORMANCE IN CURRENT POSITION | |
| | RATING |
| e Into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, ductivity, conduct an job, cooperativeness, portinent personal traits or habits, and particular timitations or talents. Bared on your knowledge implayer's averall performance during the ruting period, place the letter in the rating box corresponding to the statement which most accu- ly reflucts his level of performance. | O |
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| SECTION D | NARRATIVE CO | WMENTS | | | |
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| | | training. Comment on foreign language competence, if regulard for | | | |
| | | s for determining future corrected action. Manner of performance | | | |
| | on D. attach a separate sheet of paper. | re, equipment and funds were be commented on, if applicable. | | | |
| | | | | | |
| Mr. Woods continued | to perform in outstanding | fashion as Chief of the CCS Registry | | | |
| during an extremely bu | sy period. The figures ci | ted in the last Fitness Report as to | | | |
| the workload of the CC | S Registry continued to be | representative of the volume and | | | |
| variety of Mr. Woods' | responsibilities. He supe | rvised the work of six subordinates | | | |
| with a successful comb | ination of patience and fi | rm professionalism. He continued to | | | |
| be the source of sound | , constructive suggestions | for coping with the paper "explosion" | | | |
| occasioned by the inver | stigations of CIA and the l | Freedom of Information and Privacy Act | | | |
| Mr. Woods is a highl | ly valuable, reliable, unol | strusively effective records manager. | | | |
| In moving on to new res | sponsibilities in an area o | livision he leaves behind a solid reco | | | |
| of achievement and the | admiration of those with v | thom he has served in CCS. | | | |
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| SECTION E | CERTIFICATION AND CO | DAMENTS | | | |
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| 16 August 1977 | DC/CCS | Arthur C. Close | | | |
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| | 2. BY EMPLOYE | | | | |
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| | 3. BY REVIEWING OF | FRICIAL | | | |
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| Mr. Close | e's evaluation of Mr. | Woods performance | | | |
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| | 4. BY EMPLOYEE | | | | |
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CLASSIFICATION. CONFIDENTIAL

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| SECTION A | | | 1 | FITNESS | RE | PORT | | | | | | |
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NARRATIVE COMMENTS

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Mr. Woods is a quiet, highly effective manager of a major repository of records within the DDO. The workload of his Section is staggering: over 8,000 documents filed each month, over 500 index cards prepared each month; close to 300 Freedom of information or Privacy Act requests processed each month, etc. Mr. Woods organizes his Section well; he handles a group of six women with skill and understanding and he heads, as a result, a harmoniously working team.

Mr. Woods approaches problems with a positive attitude and brings his considerable experience and imagination to bear with appropriate initiative and follow-through. His response to the exceptionally heavy workload of the Staff over the past year of Congressional investigations and cover exposes was vital to the Staff's and the DDO's requirements for current and historical records. He volunteers ideas designed to improve the Staff's records; he works weekends and after hours to keep shead of a growing avalanche of paper and requests for information. He is, in sum, a highly competent, knowledgable, yet flexible records manager upon whom the Staff relies heavily.

| SECTION E | CERTIFICATION | AND COM | MENTS | | | | | |
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NARRATIVE COMMENTS

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During the 6 months under review Mr. Woods has continued to fulfill his responsibilities in the same excellent manner which has been documented in his last two fitness reports and which led to his promotion to GS-12. Mr. Woods surefootedness as a records officer and manager of people, together with ability to take necessary initiatives where actions are required and his maturity and sound judgement, make him an ideal chief of this very active and complex registry and records management office. I dread to think that eventual rotation will deprive me of the services of this extraordinarily competent and effective officer.

| SECTION E | . CERT | IFICATION AND C | | <u> </u> |
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Since his last Fitness Report, in June 1974, Mr. Woods has continued his extremely fine performance as a conscientious, hard-working and thoughtful records manager and registry supervisor. The CCS registry workload remains at about the same level as previously reported, and Mr. Woods regularly works an hour or so of uninterrupted overtime every working day personally reorganizing procedures, cleaning out, consolidating, and retiring files. His enthusiastic determination in reducing the numbers of out-of-date and no longer useful files is most exemplary. Knowing the numbers of primary and supplemental files involved in this exercise, and as a retiring supervisor, I can only wish him "good luck"!

Mr. Woods also continues eager to learn and use new methods and techniques. During this reporting period, in July 1974, he took the Agency course "Introduction to Hicrographics Seminar #2."

Finally it gives me pleasure to note here that, effective IF November 1974, Mr. Hoods will be given a well deserved promotion from GS 11/6 to GS 12/3.

| SECTION E CERTIFICATION AND COMMENTS 1. BY SUPERVISOR MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 15 months DATE OPPICIAL TITLE OF SUPERVISOR TYPED OR PRINTED NAME AND SIGNATURE 20 November 1974 Deputy Chief, CCS Carter H. Vales 2. BY EMPLOYEE STATEMENT CONCERNING THIS EVALUATION DATE SIGNATURE OF EMPLOYEE | <u> </u> | | | | | | | |
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| 20 November 1974 Deputy Chief, CCS Carter H. Yates 2. BY EMPLOYEE | 15 months | 15 months | | | | | | |
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| 3. BY REVIEWING OFFICIAL | | 3. BY REVIEWING OFFI | ICIAL U | | | | | |

COMMENTS OF REVIEWING OFFICIAL

Both Mr. Yates' letter ratings and narrative comments accurately reflect the quality of Mr. Woods' performance during the reporting period. He is a thoroughgoing professional records officer who uses his extensive experience and his good judgement to take initiatives toward improving the Registry service and the management of records. Hand in hand with his high substantive competence goes his excellent ability as a supervisor. I can say nothing more laudable in this regard than that I have not had to deal with Registry personnel problems during the last year. He knows the job that needs to be done and so do his people. With this kind of leadership, the work gets accomplished with a high state of

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SECTION D

NARRATIVE COMMENTS

technic significant strongths or weeknesses demonstrated in corrent position keeping in proper persistative fillir relationship to averall performance. State suggestions much for improvement of work performance. Orce recommendations for training, Comment on foreign language competence, it required for comment position. Amplify or explain running given in Section C to provide best basis for determining future personnel action. Manner of performance of supporting values and cost consciousness in the use of personnel, space, aquipment, and funds, must be commented on, if applicable, if some space is needed to complete Section D, attack a separate should be paper.

After a short overlap with his predecessor, Mr. Woods assumed his responsibilities as Chief of Registry, CCS, on 3 October 1973 - roughly nine months ago. In this position he is responsible, overall, for CCS registry and records management activities, including the supervision of seven other individuals. As could be expected from even a casual reading of his past fitness reports, Mr. Woods quickly took hold, and has been performing his new responsibilities in an exemplary manner. Despite the volume and variety of files with which he was required to become familiar, early on he systematically began cleaning out, consolidating, and retiring files as appropriate, reorganizing and updating the indexing system for individual and project files, and redistributing employee workloads. He also reorganized the placement of file machinery, desks, and service counter to achieve greater employee comfort and efficiency in the utilization of personnel. Although his task as Staff Security Officer is a secondary function, he also reorganized, simplified and re-wrote the security check and duty officer roster procedures.

Indicative of the work which he supervises are selected Registry statistics for Nay 1974: 7015 documents filed, 8200 files pulled (and re-filed) for Staff officers use, 6642 cables processed and distributed, 9900 facility and name searches, 2353 documents logged, 833 index cards made and filed, and 200 new files opened. During his nine months with CCS. Mr. Woods not only has had to learn the CCS "system" himself

| SECTION E | CERTIFICATION AND CO | MMENTS |
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| 25 June 1974 | DC/CC2 | Carter H. Yates |
| · · · | 2. BY EMPLOYEE | |
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In the relatively short period of his assignment to CCS, Mr. Woods has completely lived up to his advance billing as reflected in past fitness reports. Mr. Yates has provided the specifics of Mr. Woods' accomplishments and has left me only to say that Mr. Woods is a first class professional Records Officer and supervisor who fully deserves an overall rating of Strong.

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Fitness Report Woods, James D.

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SECTION D NARRATIVE COMMENTS (continued)

but has been required, due to a turnover in personnel, to train three new Records Clerks.

Courses taken since the start of his tour with CCS include Operational Records I and III, ADP I. Forms Management Seminar, and Forms Analysis and Design Workshop.

Mr. Woods has proved to be a conscientious, hard-working and thoughtful records manager and supervisor, and CCS is glad to have him aboard. I am sure that the next records inventory will provide statistical evidence of his abilities as a "housecleaner."

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NARRATIVE COMMENTS SECTION C

Indicate significant strengths of weaknesses demonstrated in surrent position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on fereign language competence, if required for current positions. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of imanagerist or supervisory duties and cost consciousness to the use of section C, ottotha separate sheet of paper. This officer has continued to perform with a high degree of effectiveness and accomplishment. He has concentrated on improving our records holding standards and on purging irrelevant and out dated files. In May 1972 he began a monthly series of progress reports for the Chief of Station outlining the month's accomplishments. Copies of these reports through January 1973 were sent to Hos in OIRT-18014 and 18015, dated 9 Feb 73. These reports clearly show this officer's focus on records management activities, his ingenuity and agressiveness in launching programs of review of files and his tireless efforts in reducing Station holdings to a practical and uscable minimum. His records inventory as of September 1972, reporting a total reduction in excess of 85 feet, speaks for itself. His next report also promises to show dramatic reductions.

This officer shows a sense of professional responsibility and determination in the oft neglected function of records management, deeper and more intense than any other withessed by the rating officer in his career he performs his other duties as Chief, Registry with an equally high degree of effectiveness. Subject officer may have been inadvertently hiding his talents under the proverbial bushed basket by having remained in the field for so long. It is the rater's hope that Ilqs now has focussed on him and has discovered his potential for greater responsibili ties. The records in this Station are tremendously improved for his having had a tour in Rome. We are certainly glad he came.

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| SECTION D | CERTIFICATION AND COL | MMENTS |
| 1. | SY EMPLOYEE | |
| | CERTIFY THAT I HAVE SEEN SECTIONS A. B. | AND C OF THIS REPORT |
| 30 April 1973 | /s/ James 8, Woods | |
| 2. | BY SUPERVISOR | |
| MONTHS EMPLOYER HAS BEEN UNDER MY SUPERVISION | IP THIS REPORT HAS NOT BEEN SHOWN T | O EMPLOYEE, GIVE EXPLANATION |
| 23 May 1973 | Admin Officer | /s/ Thomas McKinley |
| 3. | BY REVIEWING OFFICIA | IL. |

COMMENTS OF REVIEWING OFFICIAL

This officer has been remarkably effective during his tour in Rome. While we are very sorry to lose him, there is no question that his formidable talents should be used on a much broader range of records management and related problems than could be done in this Station. His next assignment in Headquarters appears to give him that additional scope. We are glad that he served in Rome and that during this tour here he received a well-deserved promotion. Rome Station's records have improved considerably as a result of this officer's tour here. I am in full agreement with the above comments and ratings.

| SATE | OFFICIAL TITLE OF REFIEDING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE |
|-------------|--------------------------------------|-------------------------------------|
| 23 May 1973 | Ops Officer | /s/ William Acon, Jr. |
| | | <u> </u> |

| Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and in the performance of other registry duties. | MPLOVE(|
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| Chief of Registry Section - In this capacity he supervises one employee in the processing and pouching of all dispatch correspondence and in the performance of other registry duties. | |
| | CETTEN |
| Station Records Officer - Responsible for the Station's Record Management Program. | RATING LEFTER |
| | RATING |
| Cable Analyst - Processes and distributes all incoming and outgoing cable traffic. | S |
| PECIFIC DUTT NO. 4 | RATING |
| Top Secret Control Officer. | S |
| FCIFIC DUTY NO. 9 | HATING LETTER |
| \mathcal{L} | |
| | |
| ECIFIC DUTY NO. 6 | RATING ETTER |
| 21,7572 | |
| | |
| OVERALL PERFORMANCE IN CURRENT POSITION | |
| ke into account everything about the employee which influences his effectiveness in his current position such as permence of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and ricular limitations of tolents. Based on your knowledge of employee's averall performance during the rating period, ice the latter in the rating box corresponding to the statement which most accurately reflects his level of performance. | · |

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SECTION C NARRATIVE COMMENTS

SECTION D

25 July 1972

Indicate significant strongths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of maik performance. Give recommendations for training. Comment on foreign fonguage competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel actions. Makings of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

This officer's performance over the past year has been outstanding. He is a skilled professional records manager, an indefatigable worker and a highly imaginative and efficient supervisor. Since his last Fitness Report he has directed a TDY team of records officers in a concentrated program of records reduction. He devised the program and supervised its execution with most effective results. This officer is a driver and a doer. He constantly strives to improve the Station's records management posture and follows up with procedures designed to maintain the gains achieved by his efforts. It is highly gratifying and stimulating to work with him. He sees the broad dimensions of the task at hand and focuses constantly on improving the system. This quality convinces the rater that he is capable of greater responsibilities in a position of broader scope. I recommend that Headquarters begin to plan for the utilization of this officer on the completion of his tour of duty in Rome. He should be placed in a Headquarters position in which his skills and broad experience can be fully used and in which he can achieve the professional growth of which he is both capable and deserving.

| | | |
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| | CERȚIFY THAT Î HAYE SEÊN SECTIONS A, L | S, AND C OF THIS REPORT |
| 17 July 1972 | /S/ James S. Woods | |
| 2 | BY SUPERVISOR | |
| MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN | TO EMPLOYEE, GIVE EXPLANATION |
| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PHINYED NAME AND SIGNATURE |
| · 17 July 1972 | Admin Officer | /s/ Thomas McKinley |
| 3, | BÝ REVIÈWING OFFIC | IAL |
| COMMENTS OF REVIEWING OFFICE | AL | |
| overall outstand Records Managemerin the extreme as upgrade the function without losing streorder the Statthat are cast in officers in solve | ing rating is well described to a second officer - deeply intended always looking for an actioning of Registry and ight of the unending presion's holdings, this officement. He works withing problems rationally. | ng officer and believe the eved. Subject is a first-rate erested in his work, consciention innovative approach that will better serve Station needs. soure to reduce and periodicallicer avoids assuming attitudes the Branches and individual He is unfailingly pleasant. The Station is fortunate to ha |
| DATE | OFFICIAL TITLE OF REVIEWING OFFICIA | L TYPED OR PRINTED NAME AND SIGNATURE ITEM |

CERTIFICATION AND COMMENTS
BY EMPLOYEE

/s/ Joseph A DiStefano

DCOS

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| FITNES | S REPORT | | | EMPLOYEE | SERIAL NUMBER |
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| 11. DATE REPORT DUE IN O.P. | | July 197 | | - | r 1971 |
| SECTION B | PERFORMANCE EV | | | | |
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| of the second second | SPECIFIC DI | ITIES | • | | |
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| Chief of Registry Section employee in the processing correspondence and other r | and pouching | of all | superv | vises on ch | BATING LETTER |
| Station Records Officer - program and to give guidan when called upon to do so. | Responsible i | or the St | tation! Station | s recor | d FATING |
| Cable Analyst - Process an cable traffic, this include | d distribute | all income of the | ing an | d outgo | RATINO |
| Top Secret Control Officer | • | • | | | RATING CETTER P |
| | | | | | |
| PECIFIC DUTY NO. 5 | | | | | RATING LETTER |
| | , , | • | | | |
| FECIFIC DUTY NO. 6 | : | | • | | RATING LETTER |
| OVERALL | PERFORMANCE IN C | CURRENT PO | SITION | <u>_</u> | n. |
| ake into account everything about the employee a ermance of specific duties, productivity, condu- pricular limitations or talents. Based on your k ace the letter in the rating box carresponding to | which influences his of ct on job, cooperatives newledge of employee | factiveness in h less, pertinent 's averall perfo | is current p personal tr rmance dur | aits or habits ing the rating | , and period, S |
| ORM 45 OBSOLETE PREVIOUS EDITIONS | SECRET | Column (Column | R | eviewed by | OP/SPD/PPB |

SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall applicamence. State suggestions must lot interpretate their relationship to overall applications. State suggestions must lot interpretate their relationship to overall applications for training. Comment on foreign language competence, if reduced for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of personnel or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be statemented on, it applicable. If extro space is needed to complote Section C, attach a separate sheet of paper.

A 42.11

I have worked with this officer just 22 months, but this has been long

I have worked with this officer just 2½ months, but this has been long enough to satisfy me that he is above average in registry work. He is a very knowledgeable registry technician, but most important, he is aggressive and imaginative in devising new procedures, or revising old ones to improve the quality of registry service to this Station. He is affable in dealing with his peers and confident and persuasive in dealing with the senior management of this Station. Shortly after his arrival he took over the analysing and distribution of the cables, and prepared a Station procedure for this purpose. Immediately following that, he devised a new procedure for handling correspondence and installed it. He had reviewed the multitudinous files at this Station and has plans to trim them back to more reasonable and appropriate dimensions. In every respect, this officer has taken charge of the function he is here to perform, and has devoted a great deal of time, thought and effort to improve it. We are indeed satisfied with his performance.

| SECTION D | CENTIFICATION AND CI | JWWEN 12 |
|---|---|---------------------------------------|
| 1. | BY EMPLOYEE | |
| | CERTIFY THAT I HAVE SEEN SECTIONS A. I | B, AND C OF THIS REPORT |
| LIATE | SIGNATURE OF EMPLOYEE | - |
| 4 October 1971 | /s/ James S. Woods | |
| 2. | BY SUPERVISOR | • |
| MONTHS FMPLOYER HAS BEEN UNDER MY SUPERVISION | IF THIS REPORT HAS NOT HEEN SHOWN | TO EMPLOYEE, GIVE EXPLANATION |
| 21 months | | · |
| OATF 4 | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PHINTED NAME AND SIGNATURE |
| 4 October 1971 | Chief, Support | /s/ Thomas McKinley |
| 3. | BY REVIEWING OFFIC | |
| respect the rate coincides with | ing officer's judgment wo other favorable comments | erformance. However, I |
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| • | Deputy Chief of Stati | on |
| Octobor 1071 | outer or other | /s/ Joseph A. Distefano |

| | | | | | | | | | | EMP | LOYEE | SERIA | I MAMBER |
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Reviewed by OP/SPD/PPB

SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language rempetence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Minney of Rethropping for improved for supervisory duties and cost consciousness in the use of personnel, source, payipment and lands, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Woods first made a survey of the Augean stable that the Italian Branch files had become over many years of shifts in personnel and changes of direction. He then reviewed, downgraded, and retired approximately 350 Top Secret documents with appropriate Project and Subject files and copies destroyed. At the completion of this there was not one Top Secret document on the Branch. He devised, gained approval from FI/D, and carried out a new procedure for the downgrading of TYLOTE material from Top Secret to Secret so that it could be retired. He retired approximately 60 Project, 25 Subject, and fifty 201 files. He surveyed the Communist Party of Italy files and discovered that there were a total of 93 of which 19 were already closed. He closed 47 of the remainder and left 25 open and arranged for RID/ARD to retire all the material in the open files prior to 1 January 1971. He closed and retired Plan files dating back to the early 1950's. All in all, out of 76 feet of safe space filled with CS material, he retired 36 feet of files leaving a catalogue of where everything is or has been sent. A remarkable record (and done with a minimum of fuss and Branch dislocation)!

What he did in such a short time speaks eloquently of how he went about his duties for which see the accompanying memorandum of recommendation for promotion. Reporting officer has known him over fourteen years and has the unvarying impression of him as a quietly competent, diligent, reliable, self-reliant individual. /continued/

| SECTION D | CERTIFICATION AND COM | AENTS |
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| 1. | BY EMPLOYEE | |
| | CERTIFY THAT I HAVE SEEN SECTIONS A, B, A | ND C OF THIS REPORT |
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| 27 July 1971 | . ADC/EUR/Italy | R. Campbell James |
| 3. | BY REVIEWING OFFICIAL | |
| | | valuation. Subject turned in |
| ı most impressive p | erformance during his bri | ef time on the Italian Branch. |
| argely as a result | of his enthusiasm and in: | itlative, the Branch was able |
| o achieve what had | never been accomplished l | before: a complete overhaul, |
| | | filing system. To his credit. |
| | | nal requirements and all of |
| his work was done | without sacrificing the fi | ture utilization of information |
| couired in the pas | t: on the contrary, the ef | fleient use of this material |
| as been so enhance | d that it will surely be a | eflected in our future opera- |
| ions. Mr. Woods ha | as a unique contribution d | to make in Rome or any other |
| lace he is assigned | d. The Station is fortuna | ite to have himhis presence |
| | | that he has just accomplished |
| ATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | BRUTANGIC WAS SMAN CATHIFF PO COPYT |
| 20 - 1 1001 | | 1 11 3164 2 1116 |

You give him a job and need not worry about whether or how it will be done.

The job offered no opportunity to observe his supervisory capabilities. He is cost conscious and security conscious.

Fitness Report

James S. Woods

(continued)

SECTION D.3. (continued).

in Headquarters. The importance of his contribution and his personal initiative and efforts should be rewarded by a promotion.

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| SECTION A | | | | GE | NERA | L | | | ···· | |
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| U-Unsatisfactory | could | posed in Section | eling, 1 | A rating in this category to further training, to pla | ciu d o u | s immediate and probation, to rec | neignment or (| fo sepa | rion. The nature of irotion, Describe | oction taken |
| M-Morginal | Perfo taken | rmance is deficient or recommended s | in som | ie aspects. The reasons fo be described. | r assign | ing this rating sh | oùld be stated | f-in Se | ction C and reme | dial actions. |
| P-Proficient | | • | | sired results are being pro | | n the manner exp | ected. | | | |
| S-Strong | | | | y exceptional proficiency | | | | | | |
| O-Outstanding | Perfor | imance is so except as to warrant speci- | nonal i | n relation to requirements gartion, | of the | work and in comp | parison to the | perform | nance of others d | volimit gain |
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HARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proces perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, it required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Managery of performance of managerial or suggestioning detices and cost consciousness in the use of personnel, space, squipment and lynds, must be compented on, if applicable. If extra space is needed to complete Section C, ottach a separate sheet of paper.

In the four months he has been under my supervision, Subject has demonstrated that he merits in full measure the high opinion of him held by his previous supervisor. Conscientious, careful, fully knowledgeable of Registry procedures he has gone about his day-to-day tasks in an exceptionally proficient way without the need for constant supervision. He is prompt in his response to requests and has an excellent sense of "get the job done". He is an intelligent and concerned supervisor who has been meticulous in keeping his supervisors briefed on personnel and other problems as they have arisen in the Station Registry. He appears fully capable of assuming larger responsibilities in the records field. The rating officer regrets that Subject's family situation precludes his staying for another tour.

| SECTION D | CERTIFICATION AND CO | MMENTS | | | | | | | | |
|--|--|---|--|--|--|--|--|--|--|--|
| 1, | BY EMPLOYEE | | | | | | | | | |
| 1 | CERTIFY THAT I HAVE SEEN SECTIONS A, B | , AND C OF THIS REPORT | | | | | | | | |
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| 17 Nov 1970 | James S. Woods | | | | | | | | | |
| 2 | BY SUPERVISOR | | | | | | | | | |
| MONTHS EMPLOICE HAS BEEN UNLER MY SUPERVISION | IF THIS REPORT HAS NOT BEEN SHOWN | TO EMPLOYEE, GIVE EXPLANATION | | | | | | | | |
| 4 months | | п | | | | | | | | |
| LATE, | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE | | | | | | | | |
| 17 November 1970 | DCOS | /s/ Cameron J. LaClair | | | | | | | | |
| 3. | BY REVIEWING OFFICE | AL | | | | | | | | |

COMMENTS OF REVIEWING OFFICIAL

Although the rating officer is newly arrived in London, he has had numerous opportunities in the past to observe Subject's work and the results he has achieved in reducing London files to manageable proportions. As a result the ratings awarded in this report are endorsed without hesitation.

or nevienno official Management /s/ Rolfe Kingsley

23 November 1970 COS

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| | Records Admir | off | DD | P/EUR/BC | R | London | |
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| I. DATE REPORT | DUE IN G.P. | | ı i | October | 1969 - | 30 June 19 | 70 |
| ECTION B | | PERFORMANC | E EVA | LUATION | | | |
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| M-Marsinal | Performance is deficient taken or recommended a | in some aspects. The reasons li liquid be described. | or assign | ing, this rating sh | ould be stated | I in Section C and reme | dial actions |
| -Proficient | | iy. Desired results are being pr | | n the manner exp | ected. | | |
| -Strong | | ized by exceptional proficienc | • | | | . (minima je kala Zaldovima na selstve se | |
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SECTION C

NARRATIVE COMMENTS

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With about nineteen months experience managing the station registry already under his belt, his usefulness here increases. He continues to demonstrate the same quietly effective leadership and talent for sound organization in his own shop as were noted on the last fitness report.

While maintaining a high standard in the more routine dayto-day services and processes a registry is normally expected to
supply, he has also been the catalyst for a thorough, carefully
phased and continuing review and, where appropriate, purge of
registry and other file holdings. Administering this ambitious
reduction program requires sound judgment and experience in
handling the detail in our existing records. Subject has these
qualities and has achieved impressive results. To complete
this task, he has asked to extend his tour here for one year
until November 1971 and Headquarters has approved this.

He is invariably completely responsive to guidance from the DCOS, his immediate supervisor, and conscientiously seeks to achieve the work goals which are identified during our occasional accomplishment and performance consultations. The spirit of cooperation with which he deals with other station personnel is equally commendable.

No criticism can be made of his security and cover deportment.

| SECTION D | CERTIFICATION AND CO | DAMENTS |
|---|--------------------------------------|-------------------------------------|
| 1, | BY EMPLOYEE | |
| | CERTIFY THAT I HAVE SEEN SECTIONS A. | , AND C OF THIS REPORT |
| 18 June 1970 | /s/ James S. Woods | |
| 2 | BY SUPERVISOR | , |
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| 18 June 1970 | DÇOS . | /s/ David Whipple |
| 3. | BY REVIEWING OFFIC | IAL · |
| COMMENTS OF REVIEWING OFFICE | AL | · |

Concur entirely with this favorable assessment. Subject has been a dedicated and conscientious supervisor of his office. His achievements have been quite measurable and specific, as described in the above report. On the basis of his performance here, Subject should have excellent career prospects for further growth in his chosen field.

22 June 1970 COS /s/ Bronson Tweedy

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| P - F | Proficient | • | rmanco is more | than | satisfactory. D | Dostrod | rosult | s are being pro | duced in a | profici | ont ma | nner. | |
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Indicate significant strengths or weaknesses domonstrated in current position keeping in proper perspective their relationship to everall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Another or explain ratings given in Section B to growide best basis for determining future personnel action. Manner of performance of managerial or supervisory duries must be described, if applicable. He arrived ten months ago at this post, with considerable experience in Registry work at Headquarters which at officer field stations and with a thorough understanding of how a Station Registry should be organized and run. He immediately put this understanding to good use. While maintaining the overall efficiency of Registry programs already in effect when he took over, he enthusiastically began a carefully—

He himself is a remarkably well-organized, conscientious and cooperative person.

planned and continuing effort to further reduce less than essential Registry paper holdings with results which are already impressive. His suggestions on new procedures designed to conserve space and man-

power are usually imaginative and practical.

He has had to undertake his improvements while accommodating to the loss of one Registry slot which fell victim to a Foreign Service reductions program. Primarily due to his managerial talents, the Registry has been made to carry on almost as well with three regulars as with the previous four. Although his people are increasingly hardworked, their morale is high. He himself appears to be a glutton for work but his Registry is obviously a happy shop.

| SECTION D | CERTIFICATION AND COM | MENTS | | | | |
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| 1. | BY EMPLOYEE | : | | | | |
| | CERTIFY THAT I HAVE SEEN SECTIONS A. B. A | ND C OF THIS REPORT | | | | |
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| 9 October 1969 | /s/ James S. Woods | | | | | |
| 2. | BY SUPERVISOR | | | | | |
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| .9 .October 1969 | · | /s/ David D. Whipple | | | | |
| 3. | BY REVIEWING OFFICIAL | | | | | |
| talent for work ments here have with care and t | been impressive. Subject | is professional accomplish- is career should be watched ensiderable advancement in | | | | |
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| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL TYPED OR PRINTED NAME AND SIGN | | | | | |
| 5 November 1969 | | /s/ Bronson Tweedy | | | | |

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| 9. CH | | | APPOINTMENT | | | 10. C | HECK (X) TYPE | | | V A C L | | |
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SECTION C . . NARRATIVE COMMENTS

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This is Subject's final Fitness Report as Chief, Registry at Vietnam Station. He has worked long and hard but can look with pride at the many accomplishments that he has effected during his tenure. He will depart leaving a sound and well-functioning organization. His planning has been effective and his cross-training and development of the personnel under his supervision have been fully productive.

During this period, his unit has experienced heavy increases in workload and assumed new or additional functions with no reduction in the service provided to Station components.

Subject has been responsible for many work saving innovations, procedural changes and a thorough updating and revamping of the highly important registry reference records.

The personnol under his supervision display enthusiasm and dedication in their work. Their pleasant manner is a reflection of Subject's management ability.

Subject performs his managerial and supervisory duties in a highly professional manner. He knows systems, writes lucid and concise procedures and reacts positively to situations. He is a "Doer".

| SECTION D | CERTIFICATION AND COM | MENTS | | | | |
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| 1. | BY EMPLOYEE | - | | | | |
| | CERTIFY THAT I HAVE SEEN SECTIONS A. B. | AND C OF THIS REPORT | | | | |
| 21 Sept 1968 | /a/James S. Woods | | | | | |
| 2. | BY SUPERVISOR | | | | | |
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| 21 Sept 1968 | Records Admin Officer | /s/John K. Smith | | | | |
| 3. | BY REVIEWING OFFICIAL | • | | | | |
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I concur in the ratings and comments of the Rating Officer.

Subject has been most amenable and responsive to positive direction.

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| 0.16 | OPPICION TITLE OF RES ENING OFFICIAL | TYPEO OF PRINTED NAME AND SIGNATURE |
| 22 Sept 1968 | Ora Officer | /s/Vincent M. Lockhart |

-2-

NARRATIVE COMMENTS, Section C. (Continued)

I have enjoyed serving with Subject, wish him success at his next post and look forward to serving with him again.

Subject is cost conscious.

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SECTION C

SECTION O

NARRATIVE COMMENTS

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Subject has done an excellent in longand 20ng the layout and arranging the work flow in the new Station Registry. As a result, his unit has been operating on a fully effective and productive basis, even during the recent emergency when certain workloads increased several hundred per cent. In operation and physical appearance the Station Registry may be considered a model registry.

He is very cooperative and works well with other offices in solving mutual problems or setting up new requirements.

Subject is industrious and dedicated and willingly works long hours to meet the daily demands of his position. He performed in an exemplary manner while working for an extended period under stress during the recent emergency.

Subject is a pleasant, dependable individual who is anxious to do the best job possible in a demanding and vital position at the Station.

He is properly cost conscious in the use of personnel, space and equipment.

CERTIFICATION AND COMENTS

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| 1. | BY EMPLOYEE | | | | | | |
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| 5 March 1968 | Ops Officer | /s/vincent Lockhart | | | | | |

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| | | | | | EMPLOYEE SERIAL NUMBER | | | |
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| 11. DATE REPORT DUE IN O.P. 12. REPORTING PERIOD (From- to-) 10 May 1967 - 30 Sep. 1967 | | | | | | | | |
| SECTION B PERFOI | RMANCE EVA | LUATION | | | | | | |
| W - Wash Performance ranges from wholly inadequate to slightly loss than satisfactory. A rating in this category requirements of the action could range from countaining, to further training, to placing probation, to reassignment or to separation. Describe action taken or proposed in Section C. Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency not oxcellence. P - Proficient S - Strong. O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of | | | | | | | | |
| others doing similar work as to warrant | · · · | | | | ······ | | | |
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| ice the letter in the rating box corresponding to the states | mant which most | accurately refi | lects his le | vel of parto | mance. P | | | |

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SECTION C NARRATIVE COMMENTS

Indicate significant strengths or weaknosses demonstrated in current position keeping in proper perspective their relationship to averall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on training large compotence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Mannes up performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicables Afrance is needed to complete Section C, attach a separate sheet of paper.

Subject is responsible for the supervision and operation of one of the more diversified and complex field registry operations in the Organization. He is thoroughly knowledgeable and experienced in registry practices. Subject is a dedicated and hard working officer who will apply himself diligently to individual registry activities. Such diligent application occasionally causes him to overlook his overall supervisory role, the supervision and management of eleven personnel and the responsibility for providing a wide variety of services, locally and in-country. In the press of his activities, he does not always employ a high degree of tact in dealing with his subordinates. In this context it should be noted that he is performing proficiently in a position well above his present grade level.

During the past several months, the Section has undergone several changes and assumed additional functions under his guidance.

Subject is cost conscious in the use of supplies and equipment in his Section.

Subject is attending evening courses leading toward his degree to further himself professionally.

| SECTION D | CERTIFICATION AND CO | MMENTS |
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| 1. | BY EMPLOYEE | |
| · · | I CERTIFY THAT I HAVE SEEN SECTIONS A, B. | AND C OF THIS REPORT |
| DATE | SIGNATURE OF EMPLOYEE | . , |
| 14 Aug 1967 | /s/James S. Woods | |
| 2. | BY SUPERVISOR | |
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| DATE | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE |
| 14 Oct 1967 | Records Admin Officer | /s/John K. Saith |
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| fairness to | the ratings and comments the employee, it should b s a conscientious and con | e noted that the |
| DATE | OFFICIAL TITLE OF REVIEWING OFFICIAL | TYPED OR PRINTED NAME AND SIGNATURE |
| 14 Oct 1967 | Opu Officer | /s/Vincent M. Lockhart |

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| SECTION A | | ENERAL | 010056 | |
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| | , James S. | 20 Peb. 28 M | GS 9 D | |
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| ECTION B | PERFORMAN | CE EVALUATION | · · · · · · · · · · · · · · · · · · · | |
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Although Subject has been at the Station for only a few months, he quickly established himself as a formidable leader in a very large Registry operation. He is resourceful and constantly strives to improve office procedures in order to increase efficiency and provide better service. He is an old hand in the Registry field, well indoctrinated in proper procedure and knows when and how to adjust to meet changing situations.

Subject effectively supervises 8 employees and displays cost consciousness in the management and operation of his office.

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| 1. | | BY EMPLOYEE | |
| | | I CERTIFY THAT I HAVE SEEN SECTIONS Á, 8 | , AND C OF THIS REPORT |
| DATE | | SIGNATURE OF EMPLOYEE | |
| | 8 May 1967 | /s/James S. Woods | |
| 2. | * . | BY SUPERVISOR | |
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| | 4 | · · | |
| DATE | | OFFICIAL TITLE OF SUPERVISOR | TYPED OR PRINTED NAME AND SIGNATURE |
| | 8 May 1967 | Records Officer | /s/Richard Richardson |
| 3. | | BY REVIEWING OFFICE | AL |
| | this position previous pos Registry pro | n his cumulative experien | ments. Subject is employing in ce as a Registry supervisor at uted to the improvement of |
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| SECTION A GENERAL | |
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| o. official position title Intel. Analyst - CH DDP/FE/Pare/JEO Tokyo | ON |
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| SECTION B PERFORMANCE EVALUATION | |
| W - Week Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this cats positive remedial action. The nature of the action could range from counseling, to further training, probation, to reassignment or to separation. Describe action taken or proposed in Section C. A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized noither by defi excellence. | to placing or |
| P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient monner. | |
| 5 - Strong Porformance is characterized by exceptional proficiency. | |
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| cast up to but on the most important specific during providing outing the roting period, insert ruting latter which about manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. | All employee: |
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| Chief of Central Registry and Records with responsibility for the | |
| receipt and routing of all incoming and outgoing cables, dispatches, | 0 |
| and memoranda of the Station, including all other organizations | RATING |
| recired responding with the Station. | LETTER |
| Supervises six Registry employees | S |
| PECIFIC DUTT NO. 3 | PATING |
| Supervises Station courier service which distributes classified correspondence to the five geographically separated elements of the Station. | s |
| Former to the five geographically separated elements of the Stitton. | HATING |
| | LETTER |
| Supervises the analysis and distribution of incoming and outgoing | |
| cables. | S |
| ECIFIC DUTY NO. 5 | RATING |
| | i |
| Supervises the operation of the Station Flexowriters. | S |
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| OVERALL PERFORMANCE IN CURRENT POSITION 9 | |
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| ike Into account averything about the employee which influences his effectiveness in his current position such as per | |
| rmance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and rticular limitations or referts. Based on your knowledge of employee's overall performance during the rating perfo ico the latter in specifing box corresponding to the statement which most accurately raffects his level of performance | |

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| overall performance. State suggest | tions made for improvement of work performance. (regulard for current position. Amplify or explain a | Jive recommencations for training. Comment |
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| upplicable. | | 3 3) PH 1CC |

FOSHAG has continued to perform at a "Strong" level. He is a fine supervisor and thereby gets maximum performance from what which is too small to handle a work load which has constantly increased over the past year. He is cost conscious in funds material and also strives to stream-line and improve the functioning of the Registry and its related functions.

FOSHAG has twice been recommended for promotion. He definitely deserves it and should be assigned next to a position above his present rating.

| SECTION D | CERTIFICATION AND C | ONMENTS |
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| 1. | BY EMPLOYEE | |
| | CERTIFY THAT I HAVE SEEN SECTIONS A, | B. AND C OF THIS REPORT |
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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position hearth of the propagations for training. Comment on twee performances. Sixto suggestions made for improvement of work performances. Give rechtfull control to training. Comment on tweigh baryonge competence, if required for current position. Amplify or explain ratings given in Section B to provide bust During the four months has been under my supervision he SEP I Cable

has demonstrated very real supervisory ability and a talent for getting maximum performance from a small staff Morch handles an increasingly large volume of work. He has also shown his ability to cut the costs of his operation.

Weeds not only runs a most efficient Registry but is also constantly seeking ways to improve and stream-line its operation. He is a man who takes such interest in his job that his ideas and plans for improvement are carefully worked out and sound.

Though I have observed his work for only four months. I believe his over-all performance is "Strong" and close to "Outstanding." He has been recommended for promotion. He deserves it.

| ECTION D CERTIFICATION AND COMMENTS | | | | | | |
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I agree with his supervisor that Subject is unusually competent in his field and fully desorving of a "Strong" rating. Subject displays unflagging anthuciasa for his job and constantly tries to improve his operation. He has displayed a high degree of imagination and inventiveness in making changes in our over-all CRR set-up. He very definitely deserves promotion.

> OFFICIAL TIFLE OF HEVIERING OFFICIAL TYPED OR PHINTED HAVE AND SIGNATURE DC03 /s/ Horace Z. Feldman

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an foreign language exampsions. It required for current position. Amplify or explain ratings given in Section at to provide boats for determining future personnel action. Magner of performance of managerial or supervising duties must be described. If applicable.

As Chief at the Station Englistry this employee continues to perform 19 05 17 captionall, profice out lovel 11th authorization from his supervisor. His supervisor, the being reassigned and is school ded to be replaced by another officer what ill necessarily need several months to become knowledgeable of Registry activities. Maggiver there is no concern that the flow of paper and the maintenance of accurate records will be affected due to the turnover of supervisors. This employee continues to use his native incensity and ligh standards of achieve next to ensure that his office continues to be a well run and efficient unit. He continues to ensure that no government funds are wasted, even to the extent of arranging for the construction of certain modifications to the Registry office by Registry apployees at little cost to the Evernment. This emplayed has been performing at a level above his present GS-09 grade. As recommended in November 1904, it is reconfirmed that this employee should be promoted to the next higher grade at the earliest possible opportunity.

| SECTION D | CERTIFICATION AND C | OMMENTS |
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| SECTION C | NARRATIVE COMMENT | \$ | |
| overall performance. on larging language (| strengths or washnesses demonstrated in current position k. State suggestions made for improvement of work performan competence, if required for current position. Amplify or exp future personnel action. Manner of performance of manage | nca. Give recommendations for training, Com plain ratings given in Section B to provide be | imen st |
| of exceptiona in for any abs to bring up id welcome duri location at Fo last fitness r | of the Tokyo Station Registry, this em I proficiency for the past year. He well sent member of his unit and keep up his leas for the improvement of his unit. I ling the past year in view of the impendituchu Air Station. The slight tendency t eport has been eliminated during this rong performance over the past year, h GS-10. | lcomes hard work, is able to its own work as well. He conting these have been particularly and move of the Registry to a new to be arbitrary mentioned in the eporting period. In view of the | fill nues new no |
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| SECTION D | | CERTIFICATIO | N AND COMME | NTS |
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| 1, | | BY EM | PLOYEE | |
| | The Printer of the Parish Street, Spinish Street, Spinish St. | | CTIONS A, B, AND | OC OF THIS REPORT |
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| | . 63 /s/ | James S. W | oods | |
| 2. | | | PERVISOR | |
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| 10 Sept. 63 | Chief, | | | /s/ Frederick Randall |
| 3. COMMENTS OF REVIEWING | | BY REVIEW | HG OFFICIAL | |
| very sorious interfere in this key role and confidence aggravating that have been stream. | personal p any way wi e, in any s ce are "mus incidents of ruck by the His perform | roblems the the his constation of the mis-route lack of the ance cortain | rust upon sistently this size, ile there ing or mishes here, inly warra | employee has not let the him during this period dependable performance. In dependability, reliability, are quite naturally small direction of documents, I because ratee has the "must" ats favorable consideration |
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| 9. 64 | Intel | | APPOINTMENT | | | | DDP/FE | OF 84 808 | | 0110 | ······································ |
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| 11. DA | TE REPORT | DUE | IN O.P. | | | 1 | Oct 61 - | • | - | | |
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| | roficient | | | | iatisfactory. Desire | | | duced in a | proficient ma | nnet. | • |
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| SECTION C | NARRATIVE COMMEN | 175 |
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| ion foreign language competênce busis for datermining future per | , if required for current position. Amplify or sonnel action. <u>Manner of performance of manc</u> | explain ratings given in Section B to provide best gettal or supervisory duties must be described, if |
| opplicable. As the Chief | of the Tokyo Registry this em | ployee has performed well. |
| | | with ideas for the improvement |
| | | work and is able to fill in and |
| | in his unit and keep up with hi | |
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| SECTION D | CERTIFICATION AND COM | ENTS |
| 1. | BY EMPLOYEE | |
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| 25 Oct. 1962 | James S. Woods /8/ | |
| | BY SUPERVISOR | |
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| INDER MY SUPERVISION | | |
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| | ent to the CRR service. | is mark importantly |
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| 26 Oct 1962 | | Robert P. Wheeler |
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| SECTION A | | | GEN | TERA | L | | 1 | | | | | | | | |
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| SECTION B | 15 Apr EVALŪAT | | | MANC | F OF SPI | CIFIC | DUTU | : < | | | | | | | |
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| manner in which emplo | nost important specific d nyee performs EACH spe pasibilities MUST be rati | eific duty. | Consider | PONL | Y ellective | ness in ; | partorm | ance of | that dul | ıy. Ali | | | | | |
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| four persons. | regreers, and and and | taruR | * | | | | - | | | | | | | | |
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| SPECIFIC DUTY NO. 2 | | | RATING | Sh&C | IFIC DUTY | NO. 5 | | | | , | - 1 | RATING | | | |
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| SECTION C | EVALUATION OF | OVERAL | L PERF | ORMA | AHCE IN | CURRE | NT PO | SITION | | | | | | | |
| lutios, productivity, co rour knowledge of emp | ything about the employer advet on job, cooperative layers a vertall performer accurately rations his layers. | onoss, port | linent pers the reting | sonal (| traits or ho | bita, par | Houlor | limitatio | ins or to | alonts. | Bas | ed on | | | |
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| 4 - Pertore | azate clearly exceeds be | sale require | ements. | | | | | | | | 7 | | | | |
| 5 - Perform | rance in every important succe in avery respect is | ei tangeor ibnotetuo e | anbeilei" ug | | | | | | | L_ | | | | | |
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| work. Give recommendation | s for his training. Describs, if appropriate, ratings given in | riote, his patential for developing | and for assuming greater to- |
| sponsibilities. Amplify or e | aplain, if appropriate, ratings given in | · SECTIONS B, C, and D to provide | posis for determining عرب الإرازار (|
| futura parsonnal actions. | | | '''' 6/ |

Ratce has been in charge of station registry since 2h Arthhog.1. This has been a period of drematic energe in the station and especially in our paper management. He has responded well to these changes and shows a degree of adaptability that boden well. His handling of our recent "holdings" inventory, his unceasing efforts to reduce unnecessary holdings, and his knowledge of his business (RI) have made him a valued addition to our shrinking team. In this short rating period there has been little opportunity for me to observe his supervisory abilities, but the lack of any problem on this count coming to my attention means to me that he is doing well. Another six months should tell us more on this score.

| SECTION F | CERTIFICATION AND CO | aments |
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| 1. | by employee | |
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| 2. | BY SUPERVISOR | |
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| 3. | BY REVIEWING OFFICIA | L |
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| SECTION B | | EVALU | ATIO | H OF P | ERFOR | MAN | E OF SPE | CIFIC | DUTIE | \$ | | | | |
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| SECTION E | NARRATIVE | DESCRIPTION OF | MANNER OF JOE | PERFORMANCI |
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Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for depolyment and have being greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining force personnel actions.

Subject is an excellent records officer. His interest in the subject and his perseverance in carrying out tasks connected will litt have not forly produced results in his own work, but have kindled enthusiasm and interest within the Division in developments in Agency records management. He has been able to improve records within the Division with a great Aleff of success, and at the same time avoided the usual aversion to records responsibility which too much emphasis on records creates in the case officer. His ability to get along well with others is important in his liaison function.

Mr. Woods' work on the vital materials program in the last year has resulted in a much more realistic program for the Division. The creation and telephiliph up-to-date retention of vital materials has for some time been a problem for which little solution could be found. It appears that the present program will result in vital materials which will be current and usable if needed.

Subject is at present assigned to a part-time detail in MMU. This should help to broaden his knowledge of new approaches in the records field. A/EXO/DDP has expressed his complete satisfaction idith the war westfactive work Mr. Woods is doing on this detail.

Mr. Woods' work during the last year was the backs for a commendation of the Division's records program by COP distactory performance.

| SECTION F | CERTIFICATION AND COM | MENTS' |
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SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

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Subject is an excellent records officer. He is enthusiastic about his specialty and works hard at it, putting a great deal of energy into his work.

He is quick and understands records thoroughly. Because of this, he is at times inclined to jump ahead of others in records discussions and should attempt to slow down his approach to the subject to meet the level of persons who do not have the same records background.

Subject could fill any position in the records management field, and should advance quickly. He is interested in developing his capabilities and is at present enrolled in the Writing Workshop with this in mind.

> This report has been prepared in accordance with FE Division standards which recognize the same the standing the individual against the group Thus on "average" rating reliects an entirely satisfactory performance.

| SECTION F | CERTIFICATION AND | COMMENTS |
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| SECTIO: | | DES | CRIPTION OF INDIVIDUAL | | |
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| he wor | de literally. On the page be | rlov ará a Inder tita | series of statements that heading "cotegory." Feel s | apply in a ach statem | ome degree to most people. To |
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| | 3, NAT INITIALISE | | 13. ACCEPTO RESPONSIBILI- TIES | | 23. 18 THOUGHTFUL OF DINE#9 |
| | 4. IS SMALVERS IN HIS THINE. | | 7.4. ADMITS HIS ERBORS | | 24. WORKS SELL UNGER PRESSURE |
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| | | | | | UCTIONS | | | |
| FOR THE | alphini strati v | K OFFIC | BR: Consult cur | ont instruct | ions for completing | tiri o | report. | |
| POR THE | SUPERVISOR: 1 | his rep | ort is designed | to help you | express your évaluat | ion o | f your sub | bordinate and to tr ansmi Lyou inform the subordi |
| nate whe | re he stands | with y | ou. Completion | of the repor | rt can help you pr | epare | tor a di | iscussion with him of hi |
| strength | s and weaknes | ses. 1 | t in also organi | ration policy | y that you show Part | lof | this repor | rt to the employee excepte form before completin |
| any quest | tion. If thi | o io t | he initial repor | t on the em | oloyee, it must be c | naib (e | ted and fo | rearded to the Office of |
| | | | | | in item 8, of Secti- | | | |
| BECTION | | | | - | ERAL | | | |
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| 5 Feb 1957 James L. Broydon James T. Broydon Coordinator 201 Control Unit | | | | | | | | |
| | | | | | | | | ISOR, OR ANY OTHER IN- |
| FORMATI | ON. WHICH WIL | LLEAD | TO A BETTER UNDE | ASTANDING OF | THIS REPORTS | | | • • |
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| cartify | that any subs | tential | difference at u | propen, with t | he supervisor is re | lecte | d in the | above section. |
| , THIS DAT | E | 8, 146 | ED OF PEANIED NA | HF, / AYU[/] LGNAS | URE OF SEVIEWING C. | 011 | CIAL TITL | E OF REVIEWING OFFICIAL |
| 5 Beb 19 | 57 | 0// | ICIAL JOHN J. | Vurray, J | 3.00 | luper | rvisor, | RI/AN Section |
| ECTION C. | <u> </u> | | | | E EVALUATION . | | | |
| | M GENERAL PER | FORMAN | | | | | | |
| | | | | nd effective | ness with which the | india | udual bei | ng rated has performed |
| se duties | during the r: | sting po | riod. Compare i | nim ONLY with | others doing simils | . was | k at a sie | nilar level of respon- |
| inility. | Factors other | than g | productivity will | l be taken in | to account later in | Secti | on D. | |
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FORM NO. 45 (Part 1) OF FORMS 45 AND 454 MICH SECRET

Performance

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| S. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES | | | FF. | |
| DIRECTIONS: a. State in the spaces below up to aim of the | more imm | metant SPCIFIC duties ner | larged dicing time saling | g period |
| TINCE THE PRINT INSPORTANTS LIFEL AND THE TOTAL | 1 () " () " | ery for impropriations multipes. | *** / / / / ** | |
| b. Rate performance on each specific duty con- | idering | IRRY effectiveness in perfo | ntmance of this specified | Muty. |
| c. For supersisors, ability to supervise will who supervise a secretary only). | a sunye to | . , mit-2 me m specific outh | MAII | 010 1000 |
| d. Compare in your mind, when possible, the | indivi | dual being rated with other | ers persoluthany some | duty st |
| eimilar level of responsibility. e. Two individuals with the same job title. | 1 | accinemine different duties | . If so, eate them on | diffazen |
| duties. | *** | beating all teleur on the | | 411,441, |
| f. Be specific. Examples of the kind of dutie | | | | |
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| CONDUCTING SEMINARS | | ES INDUSTRIAL REPORTS | TRANSLATES GERMAN | |
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| CONDUCTING EXTERNAL LIAISON TYPING | | RS PADIO VATŽS VITN OTHER OPFICES | KREPS DOOKS DRIVES TRUCK | |
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| SUPERVISINO | | ES CUBBESPUNDENCE | EVALUATES SIGNIFICANCE | |
| g. For some jobs, duties may be broken down even and phone operation, in the case of a radio | | | If savisable, e.g., com | oluka Eri |
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| MATING 8 - PERFORMS THIS DUTY ACCEPTABLY | | | NE I KNOW IN THE PERFOR | MANCE OF |
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| THAT HE IS A DISTINCT ASSET OF | | | | |
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| FI and PP material. | 1 5 | 2 scheduling of work | | 5 |
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| 1. NARRATIVE DESCRIPTION OF MARNER OF JOB PERFORM. | | | 1 | |
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| During the short time Mr. Woods | has he | en essioned to this | office, he has ver | v |
| quickly grasped the essentials of | - W. (// | contemports he knows | when to seek mil | dance |
| datexty grasped the essentiats of | or ure | arbigimentic, he anowe | when to been but | |
| and is constantly striving to in | icrease | FIR KNOWLEOGE WING I | nuerstanding of hi | |
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| Job and performs his duties comm | eendabl | J• | | |
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| SECTION D. SUITABILITY FOR | a cuppen | T JOS IN ORGANIZATION | | |
| IRECTIONS: Take into account here everything y | | | | |
| estiment personal cheracteristics or habits, spec | | | e fits in with your teer | и. Сою- |
| are him with others doing similar work of about to 1 - DEFINITELY UNSUITABLE - HE SHOULD B | | | * * * | ı |
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| | FITNESS REPORT (Part II) POTENTIAL | | | | | | | | | | |
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| | INSTRUCTIONS | | | | | | | | | | |
| FOR THE | AMINISTRAI | TVE OFFICER: Consult cu | rrent instruct | tions for completing | this r | epost. | | | | | |
| ment and rated em to be con hold and | FOR DIE SIDENTISME: This report is a privileged communication to your supervisor, and to appropriate current management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOF AT LEAST 90 LAYS. If less than 90 lays, hold and complete after the 90 days has classed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the CF no later than 30 days after the due date indicated in item 8 of Section "E" below. | | | | | | | | | | |
| SECTION | E. | | | ERAL | | | | | | | |
| 1. NAME | 0008 ₉ . | (First) | (Viddle) | 20 Feb 1928 | 3. | sex M | 4. SERVICE DESIG | GNATION | | | |
| 5. OFFICE | POLVISION ? | ASSIGNMENT ASSIGNMENT | | GS-0132.35 | -7 I | ntel A | inalyst | | | | |
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| SECTION | | PPRTIEW THAT STILL BOTTO | | CATION | | | 051NG DATES | | | | |
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| | b 1957 | James L. Brog | | at hand | Coord | inator | 201 Control | Unit | | | |
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| . 5.Fe | b 1957 | John J Murra | y, grings | 901 | Super | visor, | RI/Analysis | Secti | | | |
| SECTION | SECTION G. ESTIMATE OF POTENTIAL | | | | | | | | | | |
| | . POTENTIAL TO ASSUME GREATER RESPONSIBILITIES | | | | | | | | | | |
| DIRECTION responsib work. | DIRECTIONS: Considering others of his grade and type of assignment, rato the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work. | | | | | | | | | | |
| 5 HATING NUMBER | 2 - HAS 9 2 - MANIN 2 - MANIN 3 - ALIE - 8 3 - ALIE - 8 2 - ALIE - 8 | DY ABOVE THE LEVEL AT WHE EACHED THE HIGHEST LEVEL 5 PHOGRESS. BUT YEEDS MO! FOR TRAINING IN ASSUMING PADBABLY ADJUST QUICKLY 'D DY ASSUMING MORE RESPONS! CEPTIONAL PERSON BHO IS WESPONSIBILITIES | AT WHICH SATI RE TIME BEFORE G GREATER RESP TO MGHE RESPON IBILLTILS THAN | SFACTORY PERFORMANT HE CAN BE TRAINED ONSIBILITIES STULE DUTIES WITHOU EXPECTED, AT HIS PA | E CAN BE TO ASSUL IT FURTHER RESENT LE | E EXPECT ME GHEAT ER TRAIN EVEL | TER RESPONSTBILITE | | | | |
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| SUITABLE T | YES, indicat FRAINING, I ling your of | this question: ils this to below your opinion or ludicate your opinion by pinion in the appropriate to calumn. If based on o | guess of the placing the vectors. If y | level of supervisor wher of the desers our rating is based | y abilit ptive ro on abse | ty this cting be erving h | person will reach les which comes cl am supervise, note | logest e. your | | | |
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TI LICE OF DESCRIPTION

HAS BEEN UNDER YOUR SUPERVISION INDICATE THE APPROXIMATE NUMBER OF WONTHS THE RATED EMPLOYEE Three Months

COMMENTS CONCERNING POTENTIAL

Mr. Woods is lacking in formal education, however, he has intelligence, initiative and ability and with continued on-the-job experience is capable set in into a good supervisor of a section in RI or in operating the Registry Section of a field installation.

FUTURE PLANS SECTION H. . TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Training within the established FI/RI pattern.

BOTE OTHER PACTORS. INCLUDING PERSONAL CIRCUNSTANCES. TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

SECTION 1.

DESCRIPTION OF INDIVIDUAL

DIPECTIONS: This section is provided as an old to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To she left of each statement is a box under the heading "category." Read cach statement and insect in the box the category number which heat tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS: HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL.

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

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| ž, | 4. IS ANALYTIC IN NIS THINK- | 3 | 14. ADMITS HIS ERRORS | 4 | 24. WERES WELL ANDER PRESSURE |
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FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:

1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and

2. A periodic record of job performance as an aid to the effective utilisation of personnel.

INSTRUCTIONS

TO THE FIRLD ADMINISTRATIVE OR PERSONAL OFFICER: Consuit current field administrative instructions regarding the initiation and trensmittal of this report to head-

TO THE FIRLD SPECIE SOR: , Read the entire form before IN THE FIRLD SPECITIONS: Read the entire form before attempting to complete ony lies. As the supervisor who needing, directs and reviews the mork of the individual, you have primary responsibility for evaluating his atrengths, weaknesses, and on-the-job effectiveness as

revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is eccurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision,

vou have discharged your supervisors reasons bilities by frequent discussions of his wife, so that in a general way he know when he etandeDATE

WHI 28MAY Posted Post Control IT IS OPTIONAL WHETHER OR NOT THIS ATTRESS REPORT IS SHOWN TO THE PERSON BELIAGENTED

SECTION I

LEAVE BLANK . FOR MERDQUARTERS USE ONLY DATE OF BIRTH 3. SERVICE DESIGNATION 25 Feb. 1928 M M James S. Woods

4 CRADE

S. STATION DISTONATION (Current)

KOBA/Hqs CS-7 D. DUE DATE OF THIS REPORT

7. PERIOD COVERED BY THIS REPORT (Inclusive dates)

April 1956 15 April 1955 - 15 April 1956

SECTION 11 (To be completed by field supervisor)

CURRENT POSITION 2. DATE ASSUMED RESPONSIBILITY FOR POSITION

25 September 1954 Intelligence Analyst - CE STATE THE SPECIFIC ASSIGNMENTS OF TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

Subject is an intelligence analyst in the Personal/File Section of the Records Integration Branch. Subject is responsible for the maintenance of agent records and personality files, and is responsible for making all KOBA file checks.

SECTION III (To be completed at hendquarters only)

DO NOT COMPLETE-FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES 1. NAME OF BATER (Frue) 2. NAME OF REVIEWING OFFICIAL IN FIELD (True)

Faul B. Breitweiser

Agnes M. Prime Faul B. Print P

NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT NEADQUARTERS AUTHORIZED TO AUTHENTICATE FITNESS REPORT AND SIGNATURES DATE REPORT A. DIEN. S. TICATED AT HOS.

E Ullen 1 Mar 156 DO NOT COMPLETE

William E. Nelson, CFE/1

FOR HEADQUARTERS USE ONLY

FORM NO. 458 DEPLACES FORM 45A. I SEP 54. I FEB 55

SECTION IV

This section is provided as an aid in describing the individual. Your describing injust largeable or unfavorable in itself but acquires lie seening in relation to a particular job or assignment. The debahipting words are to be interpreted literally.

Interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The higher rights each category is disvided into three small blocks; this is to allow you to make finer distinctions if you so draine. Look at the statement on the left . then check the category on the right which best tells how such the statement applies to the person you are reting. Placing an "X" in the "Not Observed" column seams you have no opinion on whether a phrain applies to an individual. Placing on "X" in the "Does Not Apply" column seams that you have the definite opinion that the description is not at all suited to the individual.

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| B. PRACTICAL. | | | | Ļ | Ι | | <u>. </u> | Ĺ, | -[| | \geq | 1 | | | |
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| 2. CAN MAKE DECISIONS ON HIS OWN THEN REED ARISES. | | | | | <u></u> | | | | I | | | | | <u>L</u> | <u> </u> |
| 3. CAUTIOUS IN ACTION. | | | | | | | | | I. | _ | | <u> </u> | _ | <u> </u> | 1 |
| 4. HAS INITIATIVE. | ž - 1-1- | | | | <u> </u> | Ŀ | | Ŀ | Ŀ | | <u></u> | X | | <u> </u> | |
| 9. UNEMOTIONAL. | | | | Ŀ | <u> </u> | | | | I | <u> :</u> | <u></u> | | | <u> </u> | <u>L</u> |
| G. ANALYTIC IN HIS THINKINGS | | | - | Ŀ | | | | - | X | | | <u> </u> | | <u> </u> | <u> </u> |
| 7. COMBTANTLY STRIVING FOR NEW KHOWLEDGE AND IDEAS. | | | | | | | | | I | | <u></u> | | | <u>L_</u> | |
| 8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS. | | - | | | | | | | X | | <u></u> | <u> </u> | | <u> </u> | <u> L.</u> |
| 9. HAS SENSE OF HUMOR. | | | | | | \perp | | | X | | <u> </u> | <u> </u> | | <u> </u> | <u> </u> |
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| 13. MEMGRY FOR PACTS. | | | | | <u> </u> | <u>.</u> | | | X | | <u> </u> | | | | |
| 14. GETS THINGS DONE, | | | | | | | | | | | | X | | | <u> L</u> |
| 15. KEEPS ORIENTÊD TORSES LOUG TERM GOALS. | | | | | <u> </u> | | | | | X | <u></u> | | | <u> </u> | <u></u> |
| IG. CAN COPE WITH ENERGENCIES. | | | | | |]_ | | | | X | <u> </u> | | | | |
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| 2. AGMETS HIS ERRORS. | | | | | | | | | I | | | |] | | |
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| Subject's stamina and persistence in according cutweigh his weakness. | complishing his tasks in a minimum amount |
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| D. DO YOU FEEL THAT HE REQUIRES CLUSE SUPERVISION? | MAIL ROOM |
| Recommend training in Phase II and III | • |
| F. OTHER COMMENTS (Indicate here general trails, specific report but which have a bearing on effective utilization.) | t hobits or characteristics not sovered elsewhere in the low of this person; |
| SECT | ION, VI |
| Road all descriptions before rating. Place "X" i | n the most appresents bon under subsections A.B.C.AD |
| A. DIRECTIONS: Consider only the shill with which the person has performed the duties of his job and rate him accordingly. | C. DIRECTIONS: Based upon what he has said, his actions; and any actor indications, give your opinion of this person's attitude toward the organization. |
| 1. DOES NOT PERFORM DUTIES ADEQUATELY: HE IS INCOMPETENT. 2. DARTLY ADEQUATE IN PERFORMANCE: ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE ON TRAINING. HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY. 3. PERFORMS JUST OF HIS OUTIES ACCEPTABLY: OCCABIONALLY REVEALS SOME AREA OF WEARNESS. 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT. EFFECTIVE MANKER. 3. A FINE PERFORMANCE, CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL. 4. PERFORMS HIS GUITES IN SUCH AN OUTSTANDING MANKER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER. 15 THIS INDIVIDUAL RETTER BUALLFIED FOR BORK IN SOME OTHER AREA! EXAMPLE THAT HE SECURITIES FOR BORK IN SOME OTHER AREA! | 1. WAS AN ANTAQUISTIC ATTITUDE TOWARD THE ORGANIZATION 12 TATE PIBST OPPORTUNITY. 13 THE PIBST OPPORTUNITY. 13 THE PIBST OPPORTUNITY LEAVE THE ORGANIZATION 14 HAS STEWNO REGATIVE APTITUDE TOWARD ORGANIZATION. 15 THE STEWN AS A TEMPORAPY STOP UNITS HE CAN GET 16 THE STOP HAVE AN UNFAVORABLE ATTITUDE TOWARD THE PRACHIZATION. BOTHERED BY WINDE FRUSTRA- TIONAL. GILL QUIT IF THESE CONTINUE. 4. HIS ATTITUDE TOWARD THE DROWNIZATION IS INDIF- FRENT WAS PAST AND SEP ATTITUDE. TOWARD ORGANI- LEAVE IF SOMEONE OFFERED HIM SOMETHIND BETTER. 5. TEVES TO MAVE FANORABLE ATTITUDE TOWARD ORGANI- 12 TATION. LAMBES ALLEGANCES FOR RESTRICTIONS 12 TOWARD ALLEGANCES FOR RESTRICTIONS 12 TOWARD OF A CAREER IN THE ORGANIZATION. THINKS 13 TEVES OF A CAREER IN THE ORGANIZATION. 6. DETENTITUTE THE PERSON OF A CAREER IN THE ORGANIZATION OF A CAREER IN THE ORGANIZATION. 7. WAS AN EXTURIALTIC PITTITUDE TOWARD THE ORGANIZATION. 4 THE ORGANIZATION OF THE ORGANIZATION. 7. WAS AN EXTURIALTIC PITTITUDE TOWARD THE ORGANIZATION. 4 THE ORGANIZATION OF THE ORGANIZATION. |
| B. DIRECTIONS: Considering others of this person's grade and type of assignment, how sould you rate him on potentiality for assignment for greater responsibilities mormally indicated by promotion. 1. HAS UFACHED THE NIGHEST GRADE LEVEL AT MHICH SATISFACTORY PERFORMANCE CAN BE EXPLOTED. 2. IS MAKING PROMITSS, BUT NEEDS MODE TIME IN PRESENT CAME OFFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED. 3. IS RECOV TO TAKE ON RESPONSIBILITIES OF THE MEST MIGHER CARD. BUT MAY NEED TRAINING. IN SOME SHEES. 4. PILL PROSENT ADJ. ST DUIGALY TO THE MODE ALSPONSIBLE DUTIES OF THE NEXT HIGHER CHADE. 5. IS ALSEADY PERFORMING AT THE LEVEL OF THE MEST HIGHER GREET. 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FER MAY SHOULD BE ECNSIDERED FOR RAPID ADVANCE. WENT. | D. DIESCINANS: Consider everything you know about this person in eaching your rating, skill in job duties, conduct as the job, personal-characteristics or habits, and special defects or talents. 1. Definitely unsuitable - he should be separated. 2. Co D. Beful suitability. Bould not have accepted him if I had show man I know now. 3. A basis acceptable employee. Definitely below activity of I had shown that I know now. 3. A basis acceptable employee. Definitely below activity of I had been sufficiently duratability. The profile sufficiently surfaces to the people is known to the selections. 3. The continues of the people is known to the selections. 3. The acceptable of the population of the selections. 3. The acceptable of the consideration. 3. The consideration. |
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| 17. AGI E TO INFLUENCE ATHERS. | | - | . . | | | | | ! X . | ļ | 1 | <u> </u> | ļ | | · |
| S. FACILITATES SMOOTH OPERATION | | 1 | | | | | | X | | i . | ļ | l | i | ! . |
| OF HIS OFFICE. | | | | r | | | | 1 | | 1 | | 1 | 1 | i |
| OF SHOT REQUIRE STRONG AND | | 1 | 1 | | | ļ | l | l | | 1_4_ | <u> </u> | | L | .1 |
| CONTINUOUS SUPERVISION. | | | - | 1 | | | 1 | X | | | l | 1 | <u> </u> | 1_ |
| IO. A GOOD SUPERVISOR. | ļ | 1 | <u> </u> | | | <u> </u> | | | | | | | | |
| | | | SEC | TION Y | | | ~~~~ | | | · | | | | |
| . BEST ARE HIS OUTSTANDING STRE | 1007451 | | | | | | | | | | | | | |

Subject is conscienticus, hard-working, and more than willing to work long hours. He has a good background and experience in maintaining agent records. Subject has assumed his present responsibilities with a minimum of supervision.

A. MIST ARE HIS CUTTITANGING BEAWNESSES!

14-00000

Subject is weak in his ability to express himself in writing.

| C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR SE Subject's stamina and persistence is amount of time outweigh his weakness | n accomplishing his tasks in Montagum |
|--|---|
| | Here to |
| D. DO YOU FELL THAT HE REQUIRES CLOSE SUPERVISION; | 83 40 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |
| • : | MAIL ROOM |
| E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL? | |
| Recommend training in Phase II and I | ! !! |
| | |
| F. OTHER COMMENTS (Indicate here general traits, specific report but which have a bearing on effective utilization | ic habits or characteristics not covered elsewhere in the "life of this person): |
| | · · · · · · · · · · · · · · · · · · · |
| The second secon | I ON VI |
| The state of the s | in the most appropriate box under subsections A.B.C.&D |
| A. DIEECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly. | C. DIRECTIONS: Besed upon what he has eaid; his actions, and any other indications, give your opinion of this person's attitude toward the organization. |
| 1. DOES NOT PERFORM DUTIES ADEQUATELY, HE IS INCOMPETENT. 2. BRRELY ADEQUATE IN PERFORMANCE! ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE | 1. HAS AN ANTAGONISTIC AITITUDE TOWARD THE ORGAN- IZATION. WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY. 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZA- |
| COMPÉTÉNTLY. 2. PERFÓRMS MOST OF HIS DUTIES ACCÈPTABLY: OCCA- | TIONFREED BY RESTRICTIONSREGARDS ORGAN. IZATION AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING RETTER. |
| SIONALLY REVEALS SOME AREA OF WEARNESS. 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER. 5. A FINE PERFORMANCE: CARRIES OUT MANY OF HIS | a. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION, GOTHERED BY MINOR FRUSTRA- TIONS. WILL QUIT IF THESE CONTINUE. 4. HIS ATTITUDE TOWARD THE CREANIZATION IS INDIF- |
| RESPONSIBILITIES EXCEPTIONALLY WELL. 8. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER, IS THIS INDIVIOUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? YES, IF YES, WHAT? | FERENT. HAS "WAIT AND SEE" ATTITUDE. WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER. 5. TENDS TO HAVE FAVONABLE ATTITUDE TOWARD ORGANI- ZATION. MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION. THINKS, IN TERMS OF A CAPEER IN THE ORGANIZATION. 6. DEFINITELY HAS FAVONABLE ATTITUDE TOWARD THE OPPORTUNITY. WILL PROJABLY ENDEAVOR TO MAKE A CAPELH IN THE ORGANIZATION. 7. HAD AN ENDUSTRATIC ATTITUDE TOWARD THE ORGANIZATION ALL PROJACLY NEVER COURSIDER WORKING ANY PLACE OUT IN THE ORGANIZATION. |
| | |
| B. Directions: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion. | D. DIRECTIONS: Consider everything you know about this person in making your enting, skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents. |
| 1. MAS REACHED THE HIGHEST GRADE LEVEL AT MICH BATISPACTORY PERFORMANCE CAN BE EXPECTED. 2. IS MAKING PROGRESS. BUT NEEDS MORE TIME IN | 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED. |
| PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED. 3. IS REACY TO TAKE ON RESPONSIBILITIES OF THE NEXT HICHER GRADE. BUT MAY NEED TRAINING IN | CLPTED HIM IF I HAD KNOWN WHAT I KNOW NOW. 3. A BARRLY ACCEPTABLE EMPLOYER, DEFINITELY BOLOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO MARRANT HIS SEPARATION. |
| SOME AREAS. 4. SILL PROBABLY ADJUST QUICKLY TO THE MORE ADSPONSIBLE QUITES OF THE MEXT HIGHER GRADE. X 5. IS ALMEADY PENFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE. | 4. A TYPICAL EMPLOYEE THE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION. S. A FINE EMPLOYEE THAS SOME OUTSTANDING STREESTMS. |
| 4. AN EXCEPTIONAL PERSON SHO IS ONE OF THE FEB- HID SHOULD BE CONSIDERED FOR RAPID ADVANCE- MENT. | 6. AN UNUSCALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE GREANIZATION. 7. EXCELLED BY ONLY A FEW IN SUITABLILITY FOR MORK IN THE BREANIZATION. |
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| FE 30 10V | PEI | RSONNEL E | EVALUATIO | POREPORT : | | n og | 1E- we 5) |
| Items I through & will be | completed by | Administrati | ve or Personne | LOILICOT | | | |
| 1. HAME (Lest) | (First) | (Widdle | 7. GPADE | 3. POSITION TIT | LE | | |
| WOODS James S. | | | CS-5 | · Intel. A | nal CD-F | ·r | |
| . OFFICE | STAFF OR DI | V FS TON | BRANCH | DOOL | DEPT'L. IF | FIELD, SPECIF | V STAT |
| DDP/FI/RI | IP & R Bra | anch | Consol Se | ction — | FIELD | | |
| 3. PERIOD COVERED BY REPO From To | /# t | 10. 1445 04 | | DOCK Annua | 1 | Spec | ief |
| 21 Apr. 53 | 20 Apr. 51 | 4 Res | mes i gnment | Reass | ignment of | Supervisor | |
| tena 7 through 10 will b | e completed by | y the person i | evaluated | · · · · · · · · · · · · · · · · · · · | | | |
| . LIST YOUR MAJOR DUTIES | IN APPROXIMA | TE ORDER OF I | MPORTANCE, MIT | M A BRIEF DESCR | IPTION OF E | ACH. CHIT MIN | OR ĐƯT |
| the dispo | sition of a | all the do | cuments put | y of refere | nce sheet é. | which not | 98 |
| (c) Supervisi | ng the worl | k of the j | unior anayl | ist. | - | , | |
| . List courses of instruction | CTION COMPLETE | | AT PERIOD. | ist. | | Date Complet | e d |
| . LIST COURSES OF INSTRUC | CTION COMPLETE | D DURING REPO | AT PERIOD. | · | | Date Complet | ed |
| NONE IN THAT TYPE OF BORK AR Intelligence IF DIFFERENT FROM YOUR | E 100 PS WARTE Work at t | D DURING REPO Location LY INTERESTED. THE CHESK 16 EXPLAIN YOUR C | AT PERIOD. Le | ngth of Course | WLEDGE, SKI | | •d |
| NONE IN THAT TYPE OF BORK AR Intelligence | E 100 PS WARTE Work at t | D DURING REPO Location LY INTERESTED. THE CHESK 16 EXPLAIN YOUR C | AT PERIOD. Le | ngth of Course | YLEDGE, SXI | | •d |
| NONE IN THE TIPE OF BORK ARE INTELLIGENCE IF DIFFERENT FROM YOUR TWO YEARS ON | E (C) PO WIFTE WORK at the PRESENT JOB, E | D DURING REPO Location LY INTERESTED. THE CHESK 16 EXPLAIN YOUR C | AT PERIOD. Le | ngth of Course | PLEDGE, SXI | | ed . |
| NONE IN THE TIPE OF BORK ARE INTELLIGENCE IF DIFFERENT FROM YOUR TWO YEARS ON | E COURS MARIN WORK AT the PRESENT JOB, E perience 1 | D DURING REPO Location LY INTERESTED the desk le EXPLAIN YOUR C | AT PERIOD. Le | ngth of Course | NLEDGE, SKI | | ed . |

FORM NO. 37-151 MAY 1952 SECRET

471

SECRET SECURITY DEFORMATION

בדרוכן כד הביס זעודה

| 12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE O | ON PRESENT JOB MOST NOTICEARLY GOOD OR OUTSTANDING! |
|--|---|
| Mr. Woods has performed his dutic formation and maintenance of exce | es most outstandingly by virtue Hijsis |
| Kr. Woods could qualify as an Intelligence Analyst in any of the appropriate section of RI. 16. WHAT TRAINING OR ROTATION DO YOU RECONNEND FOR THIS PERSON? None at this time | |
| Mr. Woods has performed his dution most outstandingly by virtue of piss formation and maintenance of excellent liaison relations. 13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF INFROVEWENT? 14. COMMENT ON THIS PERSON'S ABILITY TO MANDLE GREATER RESPONSIBILITIES NOW OR IN THE PUTURE. Mr. Woods has handled his present responsibilities admirably and I amcertain he would be capable of handling additional ones as the opportunity occurs. 15. ARE THAT OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Maccommend appropriate ressignment, 17 persons.) Mr. Woods could qualify as an Intelligence Analyst in any of the appropriate soction of RI. 16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? None at this time 17. If TERRODUMENT DURING MAPORE PERSONANCE. 18. THIS PERSONAL EVALUATION ELPOST NAS SEEN DISCUSSED MITH THE PERSON PARTURATE. ADDITIONAL COMMENTS INCLUDING COMMENT ON 17(48), 8 AND 9, AND SHOWN BELDS UNDER THE PERSON PARTURATE. ADDITIONAL COMMENTS INCLUDING COMMENT ON 17(48), 8 AND 9, AND SHOWN BELDS UNDER THE PERSON PARTURATE. ADDITIONAL COMMENTS INCLUDING COMMENT ON 17(48), 8 AND 9, AND SHOWN BELDS UNDER THE PERSON PARTURATE. ADDITIONAL COMMENTS INCLUDING TO SUPERVISOR 13. APPLIED DATE COMMENTS IN THE PROPERTY OF SUPERVISOR 14. MANUAL TRANSPORTED THE ABOVE REPORT. (Comments, 1f any, 470 shown in 1400 20.) | |
| PIR. Woods has performed his duties most outstandingly by virtue of pies formation and maintenance of excellent liaison rolutions. 13. OR SHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF INFORTMENT. 14. COMMENT ON THIS PERSON'S ABILITY, TO MANDLE GREATER RESPONSIBILITIES HOW OR IN THE PUTURE. 15. Hr. Woods has handled his present responsibilities admirably and I am certain he would be capable of handling additional ones as the opportunity occurs. 15. ARE TREE OTHER DUTIES WHICH SETTER SUIT THIS PERSON'S DUALIFICATIONS? (Maccomment appropriate resultanent, I possible.) 16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? None at this time 17. THE PERSONNEY CONTROL PERSONNEY. None at this time 18. ININ PERSONNEY CONTROL PERSONNEY. 18. ININ PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSONNEY CONTROL PERSONNEY. 19. IN PERSON | |
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| . COMMENT ON THIS PERSON'S ABILITY TO HANDLE GRE | ATER RESPONSIBILITIES NOW OR IN THE PUTURE. |
| certain he would be capable of ha | |
| | PERSON'S QUALIFICATIONS? (Recommend appropriate reasalgement, If |
| | elligence Analyst in any of the appro- |
| | |
| WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR | THIS PERSON? |
| None at this time | |
| HOLLO AD OLLED VEHICLE | |
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| | SAFISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS |
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| • | • |
| 13 April 5h | Harry A. Ramball |
| DATE | |
| I MAVE REVIEWED THE ABOVE REFORT. (Comments, If | any, are shown in item 20.1 |
| 18 May 1954 | Adem A Accette |
| COMMENTS: (If necessary, may be continued on reve | erse-side, of cover sheet. |
| | |
| Subject transferred to FE effective 2 | 15 April 1954. |
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| AU", | / |
| U / | • |
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SECRET SECURITY INFORMATION

| PERSONNEL EVALL | JATION REPORT |
|--|---|
| liens I through 6 will be completed by Administrative or | Personnel Officer |
| 1. NAME (Lost) (First) (Middle) 2. (| GRADE 1. POSITION TITLE |
| WOODS James S. G. | S-4 File Clerk DEPT*L. IF FIELD, SPECIFE STATION |
| DD/P FI | TT FIELD |
| 9. PERIOD COVERED BY REPORT From 4-21-52 10 4-21-53 Resession | Adnual Special sent Ressignment of Supervisor |
| Iteas I through 10 will be completed by the person evaluat | |
| Noview and analyze material for consolidati includes making a complete impartial name a search for all material pertinent to the curaintain linius with the area was a necessary. Complete a Summary of Reference to and and the action taken on each. | on of POL Personality Files. This leck in RI/SC index and a complete bject in the RI/Files. Also |
| • | |
| , | |
| B. LIST COURSES OF INSTRUCTION COMPLETED OURING REPORT PERI | |
| Home of Course Location | Length of Course . Date Cumpleted |
| Kona | |
| 2. IN WHAT TYPE OF HURN APE YOU PRIMARILY INTERESTED? | File of Committee of Maria and Maria of the Committee of |
| Account the. If different from your present job, explain four qualifie | CATIONS CAPFITUDE, KNOWLEDGE, SKILLS). |
| Two years of Accounting and law school. | |
| 0. | |
| 9 April 1953 | James & groods |
| DATE | SIGNATUAE 4 |
| tems 11 through 18 sill be completed by Supervisor Butefly Describe This Person's Performance on the Major D | HITIES LISTED HNOFR ATEM 7 AROVE. |
| ini ima na sinana wa na na na pembana | has been very satisfactory. While still pedure of this section very well. He, is |
| * | ord) |

FORM 80. 97-181 MAY 1952

SECRET.

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SECRET SECURITY INFORMATIO

| 12. IN MANT RESPECT IS THIS PERSON'S PERPOPHANCE ON PRESENT JOB NO | ST NOTICEABLY GOOD OR OUTSTANDING! |
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| M. W. J. Nan wash substanding his win | bion of hide fadicators |
| Mr. Woods has been most outstanding by vir | rue of Mrs Industria. |
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| | |
| 1). ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EL | FFORT FOR SELF IMPROVEMENTS |
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| • | • |
| 4. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILI | TIES NOW OR IN THE FUTURE. |
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| II W. S. S. S. S. S. S. S. S. S. S. S. S. S. | |
| Mr. Woods has had little opportunity to sho | om ura gorrich, in cura rina, so |
| far. | · |
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| 5. ARE THERE OTHER DUTIES BAICH BETTER SUIT THIS PERSON'S QUALIFIC | ATTOMS? (Macompany appropriate reass) coment. If |
| possible. | arronal than comments appropriate the arriginality of |
| • | |
| Due to his position as trainee, other dutie | es cannot be considered, but I feel |
| that he is quite capable of filling any number of | ' jobs in RI. |
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| . WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON? | |
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| hone at this time. | • |
| -Olla sig Mitz ating. | • |
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| . IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY. THE | RE IS ATTACHED COPY OF MEMORANDIA HOLLEYING INIS |
| PERSON OF UNSATISFACTORY PERFORMANCE. | ACTO ATTACAGO COLL OF MERSONS OF HOTELTHA THE |
| . THIS PERSONNEL FLALDS ILL KEPORT HAS BEEN DISCUSSED WITH THE PER | A CALL CALL CALL CALL CALL CALL CALL CA |
| COMMENT ON TITEMS 1, IS AND 4. ARE SHOWN MILLIM UNDER THEM TO. | THE CARLON CONTROL COMMENTS INCIDENT |
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| 20 April 1953 | 0 (7) |
| at that the | Hurry D. Randall |
| 5115 | IGNATURE OF SUFERITSOP |
| . I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown i | In Item-20.1 |
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| 506 C | Walter 1. And 1 M |
| 247 5 | SIGNATURE OF REVIEWING OFFICIAL |
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ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

| <u> </u> | | T | O COMPLETE | THIS FORM- | | | |
|----------|--|-------------------------|--|---------------------------------------|--------------------|------------------------------|------------------|
| 4 | FOLLOW THESE GENERA Read the back of Fill in BOTH COPIE Do not detach any | the "Dup S of the fo | licate" carefully | | n the form. | | |
| 7 | FILL IN THE IDENTIFYING | G INFORI | MATION BELOW | (please print o | r type): | | |
| L | NAME (last) (fi | rist) | (middle) | DATE OF BIRTH (m | onth, day, year) | SOCIAL SECURITY | HUMBER |
| | WOODS J | ames | Sauvie | FEB 20 | 1928 | 502 16 | 6806 |
| | EMPLOYING DEPARTMENT OR AG | ENCY | سافلى بو إدوبنا يشير فقد شادمات مساهدو الاستكانستين | LOCATION (City, S | tate, ZIP Code) | J J | |
| | 010032 | | | | | | |
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| 3 | MARK AN "X" IN ONE O | F.THE BC | DXE2 BELOW. (do | o NOT mark ma | ore than one |); | |
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| | WANT NEITHER | Insurar | a not to be insured nce Program. I unde | erstand that I can | not cancel thi | is waiver and obt | ain regular in- |
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ORIGINAL COPY-Retain in Official Personnel Folder

SECHET

See Table of Effective Dates on back of Original STANDARD FORM Ro. 176-7 14NUARY 1904 (For 218 only until April 14: 1954) 176-101

C-O-N-F-I-D-E-N-T-I-A-L (when filled in)

TRAINING REPORT

PERFORMANCE EVALUATION WORKSHOP

Student: James S. Woods

Dates: 23-24 February 1978

Employee No: 010032

Offico: ISS

Service Designation:p

COURSE OBJECTIVES

At the conclusion of this Workshop, students should:

- 1. Be familiar with the principal parts of the Agency's Personnel Evaluation Program;
- 2. Understand their roles as supervisors in the Performance Evaluation part of the overall Program;
- 3. Be better prepared to deal with some of the more troublesome problems encountered in performance evaluation;
- 4. Know how to prepare more useful Fitness Reports and conduct more effective FR interviews;
- Understand how the Letter of Instruction relates to the performance evaluation process.

ACHIEVEMENT RECORD

This is a certificate of attendance only. No attempt was made to evaluate student achievement in the workshop.

FOR THE DIRECTOR OF TRAINING!

TEMAR 1973

Date

C-O-N-F-I-D-E-N T-I-A-L (when filled in)

Instructor

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| | reby acknowledge the receipt of the following freetion from CIA as indicated by check mark: | orms and/or : | information concerns |
| ./ | 1. Standard Form 8 (Notice to Federal Employ | esV trods es | mployment Compensets. |
| ΙΔ | 2. Standard Form 55 (Notice of Conversion ProLife Insurance). | ivilege, Fed | eral Employses' Gron |
| per . | 3. Standard Form 55 (Agency Certification of Group Life Insurance Act of 1954). | Insurance S | tatus, federal Ample |
| IJΦ | k. Standard Form 2302 (Application for Refund | of Retires | ent Deductions). |
| • | 5. Form 2595 (Authorization for Disposition of Continue of the | of Paychecks |). |
| (| 6. Only applicable to Retires - Returnee (residue) I have been advised of my right to he my separation from this Agency and of check to my health and well-being. | eve a cedical | L examination before |
| | 7. CSC Pamphlet 51 (Re-employment Rights of P Forces Duty). | Tederal Emplo | nyees Performing Ara |
| • | Instructions for returning to duty from Ex Service. | • | *** |
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- 5. Understand how the Letter of Instruction relates to the performance evaluation process.

ACHIEVEMENT RECORD

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FOR THE DIRECTOR OF TRAINING

- Set 10 man

Irstructor Date

C-O-H-F-I-D-E-: I-I-A-L (when filled dr)

ADMINISTRATIVE - INTERNAL USE ONLY



3 February 1977

MEMORANDUM FOR THE RECORD

FROM : ISS/Training Staff

SUBJECT: Document Analysis II for Records Management

Officers

1. Jim Woods OFF has satisfactorily completed the Document Analysis II Course given for Division and Staff Records Management Officers by ISS Training Officer, JoEllen S. McCann. Classes were held daily from 0900 to 1230 hours from 29 November through 10 December 1976:

2. The topics covered in the course were records principles and processing procedures used by Data Management Section analysts for initial input of correspondence into the DDO Records System. The students also covered the official files system and indexing criteria as they currently exist and discussed some of the drawbacks and possible systems changes we might expect in the next few years. Periodic exercises were given to test the students comprehension of topics discussed.

Dollen McCann

ADMINISTRATIVE : INTERNAL USE ONLY

20 JUL 1976

I, the undersigned, authorize the Office of Personnel to give to CartBlanche whatever information is necessary for me to obtain a credit card.

James S. Woods

Pup. 31, 76

CERTIFICATE

TRAINING

THIS IS TO CERTIFY THAT

JAMES WOODS

SUCCESSFULLY COMPLETED

SUPERVISORY COUNSELING WORKSHOP

26 - 27 AUGUST 1976

1NOPMATION SERVICES GROUP

Geggy Hall
CHILF, ISG TRAINING

TRAINING REPORT OFFICE OF TRAINING

This certifies that James S. Woods has successfully completed the Introduction to Micrographics Seminar #2 which was conducted from 24 July to 25 July 1974.

This seminar provides basic information on microphotography and explores the application of this technology in controlling overburdened and sometimes inefficient paperwork systems. Specific blocks of instruction include: Image Recording Techniques, Microfilm Formats, Viewers and Viewer-Printers, Indexing Methods, Computer Output Microfilm (COM), Micropublishing, and Development and Implementation of Agency Applications. Participants receive a portfolio of various samples of microforms, a Glossary of Micrographic Terms, and a Primer on Information Science.

FOR THE DIRECTOR OF TRAINING:

Edward A. Scroskie Course Coordinator

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WRITING WORKSHOP (INTERMEDIATE) NO. 2

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The class is conducted for 10 to 17 students. In page, for pine force-out morning decisions over a period of four weeks. There are three meanious during the first week and two therester for three weeks. The course is run on the "learn by practice" system. A number of writing tests are given in class, and they are avaluated against national and Agrary norms. The trainess size prepars written exercises and here an opportuning to rewrite some of them during later occasions. Students may use the form and advance of their own office's written product. Special attention is paid to logical organization, diction, scattere structure and other nechanics of writing. The trainers receive detailed comments on their papers and are encouraged to discuss special writing problems with the staff.

SECTION IV: NOT THE SHIDEWING ARE EVALUATED

Start members observe the student's writing ability, any change described and application to the course material. The evaluation represents their agreed comments based on the student's total performance.

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8-E-C-R-E-T

SECTION V: REPORT OF STUDENT ACHIEVENENT

Mr. Woods added to the good improvement in machanics of the pression he had schioved in the Bosic Writing Workshop. He has now developed the shility to write exooth, compact, and readable sentences. He also learned to organize topics more effectively, and with further writing experience, he can develop the ability to write smallytical papers of a professional calibor.

Color Instructor

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WRITING WORKSHOP (BASIC) NC. 2

TRAINING EVALUATION

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SECTION III: SPECIPIC CHARACTERISTICS OF THE COURSE

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SECTION IV: HOW THE STUDENTS ARE EVALUATED

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SECTION V: HEPORT OF ITS LET ACHIEVMENT

Hr. Ecods considerably improved the clarity of his writing furing the course, by reducing sentence errors and roundabout phracing. His written papers reflected his gains in knowledge of besic rules of English usage. His achievement in the Writing Workshow (Besic) shows that Mr. Woods can develop good writing skills, and that he and the Agency would benefit if he took the Writing Workshop (Intermediate).

Trances C. Demmill

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TRAINING EVALUATION

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| 2, | Envaledge of clandestine services command structure and organization. | 5 | บเ | 25 |
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| | (8) Preparation of travel volumer (FOREAGH) including computation of per dies and currency conversion. | 1- | 15 | 28 ° |
| 5. | Preparation of Station Finance Reports. | 3 | 5 | 6 |
| 6. | Preparation of forms used in a detected station for property records; knowledge of responsibility for property at the station. | 3n | 3 0 | energy contract of the equipment of the |
| 7 0 | Preparation of form requirem for project pres- antation to the Project Newton Committee. | | 30 | |
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FOR THE DIRECTOR OF TRAINTHD:

Corlyn S. Bushe

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TRAINING EVALUATION

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| SECTION IV: OBSERVATIONS of ATTIX | TUDES OF OTHER PERSONAL CHARACTERISTICS |
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| During the course incidents were obser | red which suggested that this person: |
| Had difficulty in getting along with | Yes |
| others. | X Locked motivation for an Agency career. |
| Interfered with instructional and classroom activities. | Lacked sufficient security-mindedness. Lacked interest in the course. |
| Explanations of any 'Yes' ensures to items ab observing these attitudes or characteristics | ove. Frequency of occurrence and number of persons |
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| SECTION | V: COMMENTS |
| points of the individual, or snything that ma | tics, with particular reference to strong and weak v have influenced his performance in the course |
| | Edward M. M. Barra |
| | ED OVER-ALL EVALUATION |
| FOR OPTIONAL USE BY INSTRUCTORS In terms of all factors observed suring the course and taking into account this attident's experience in the Azerry, grade, and general area of work, on 19 to the of botton shows the instructor's judgment of his performance in the course. | FOR OPTIONAL USE BY IRAINING OFFICERS This evaluation, shown by an 'A' in one of the boxes, takes into account this training record, the student's sac, grade. Ase is experienced, and proported anapparent. It is included for the purpose of giving amperisors an estimate of the implications of the training evaluation report for the student's assignment and career potential. |
| He was undequate in his performance. | This is an inadequate performance. |
| He was barely adaquate in his perform- ance and performed acceptably only in a limited range of anaignments. | This is a barely adequate performance and manage questions concerning his numbel lity for his assignment. |
| in performed acceptably, but was barely adequate in some respects. | This is an acceptable performance but discloses possible areas of seabness. |
| He was a typically effective student who performed in a competent, dependable manner. | This is a notisfactory performance re- |
| le performed at a high level of coupe- | This performance reveals a high tevel of competence. |
| e performed at an extremely high level hat only a few students have surpeased. | This is an extremely competent performance that only a fee persons of his background and position have surpassed. |
| Training Officer's Comments | AA |
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MEMORANDUM FOR: Chairman, Clandestine Service Personnel

Staff

SUBJECT:

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James S. WOODS - Recommendation for Promotion

1. Subject has been in grade GS-10 since June 1968. Based on his outstanding performance as Chief of Registry in the Romo Station since June 30, 1971, he strongly merits promotion to grade GS-11 at this time. When Subject took over the responsibility for Registry a year ago, he found a system glutted with paper and bound up by a policy which discouraged getting rid of it. He found many procedures in force which were out of date, if not obsolete, and proposed streamlined procedures, which were adopted, to replace them. He asked for and was given the responsibility to analyze and distribute the cables, which had previously been a function of the Chief of Station's secretary. He recommended the discontinuance of the abstract system, which proposal had been adopted by most elements of the Station. He recommended a reduction in the retention period for cable and dispatch chronos. With the help of a TDY team here for the first half of CY 1972, he devised and instituted a program of purging the files. This program has resulted in the disposition of most of the departed Soviet files, a severe trimming of the true name files, and the review, reduction and up-dating of the project and operational files. All of this work was accompanied by appropriate name checks, cutries on the index cards and selection of pertinent documents for transmittal to Headquarters. In summary, Subject performed a thorough "housecleaning" of Station records in the full meaning of that phrase. This program is by no means finished. In fact, Subject has plans for continuing efforts along these lines which may exceed his tenure at this Station since he intends to return to Headquarters not later than May 1974. The on-going program includes a review and reorganization of the subject files, the encrypted 201's and the disposition (hopefully) of about 50 feet of microfilm. A corollary to these projects will be a significant reduction in the index cards, which at present lead to the microfilm and to other superfluous material we either have or will destroy.

2. The equally important aspect of records management, namely the introduction of procedures to lessen the likelihood

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if not prevent the reoccurrence of this pile-up of paper is not lost on this officer. He constantly thinks in terms of procedures and controls to accomplish this end.

- 3. Subject is dedicated, highly motivated, conscientious, and hard working. He reports to work each day an hour before the Station opens in order to distribute the cables by opening of business. He never hesitates to respond positively to any request for help. Indeed, he solicits work which he believes can be done more easily or more simply in his unit. In all respects, Subject is a trained, professional records management officer who is thoughtful as well as enthusiastic about his work.
- 4. It is strongly recommended that Subject be promoted to grade GS-11.

Remoet

Archibald B. Roosevelt, Jr. Chief, European Division

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39 June 1970

MEMORANDUM FOR: Chief, European Division

FROM Chief of Station, London

Promotion Recommendation -

James S. Woods

Subject, who has been in grade as a GS-10 just two years, has been Chief of the Registry of the London Station for eighteen months. Subject, fresh from a Salgon assignment, brought with him a broad and varied background of field experience (Far East) and several Headquarters' assignments. He has been in one or another aspect of records management work since he started with us as a very junior clerk in 1952.

Subject's fitness reports, since he has been in London, testify to the high regard in which he is held by the Station and the excellent results he has managed to achieve. When he arrived at the Station, the start had been made on a file reduction program but an enormous amount of organized work remained to be done. Subject set about it with great enthusiasm and a high degree of professional organization. As a result, the Registry inventory today is the leanest and the most efficient the Station has seen for many a long day, if ever before. To a great extent this can be laid at Subject's own door and he personally did much of the work. At the same time, Subject surveyed and reorganized the overall workload of the Registry and was finally able to recommend to the Station moragement a reduction of one Registry elerk. The smaller staif cas certainly required a more intensive work effort on the part of Registry personnel, which has been attained without any loss of morale; in fact, quite the reverse.

Subject, therefore, emerges as a records management officer who has thoroughly learned his business and a hard-driving, sympathetic and successful supervisor. In the opinion of the Station management, Subject is already quite capable of taking over broader and more senior responsibilities in the records management field. In this respect, however, we do not believe he will. be wasting his time in London by spending, as he currently plans to do, an additional year here on the completion of his tour in November. The London Registry, reflecting the multi-faceted work of the Station, is sufficiently complex an operation to warrant

Subject's continued attention.

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In view of his really excellent performance and high promise, it is strongly recommended that Subject be promoted to GS-11.

/s/ Bronson Tweedy COS

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Control Processing Branch has been charged with responsibility (OrM 20-6-dated October 1961) for ensuring that all employees processing 705 to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUL OF UNDERSTAIDINO

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 30 July 1962.

Signature

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19 December 1966

MEMORANDUM FOR: Mr. James S. Woods

THROUGH

Head of Career Service

SUBJECT

: Notification of Designation as a Participant in the CIA Retirement and Disability System

- 1. I have determined that you meet the criteria outlined in HR 20-50 for designation as a participant in the CIA Retirement and Disability System. Your designation as a participant was made effective 18 December 1966.
- 2. You are hereby notified of your right to appeal this action to the Director of Central Intelligence as specified in HR 20-50. Such appeal must be received in the Office of the Director not later than 30 calendar days from the date of this memorandum.

Emmett D. Echols Director of Personnel

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TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

- 1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minifrom the date of my arrival at my 2 Years permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
- 2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at . said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my derendents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
- 3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

James Sauvie Woods

23 MAR 1966

MEMORANDUM FOR: Head, Clandestine Services Career Service

SUBJECT

: Notification of Approval of Quality Step Increase -James S. Woods

- 1. I am pleased to send to you the attached official notification of the approval of the Quality Step Increase which you recommended for this employee.
- 2. As this award is designed to encourage excellence by recognizing and rowarding the employee, may I ask that you arrange to have this Quality Step Increase presented at an appropriate ceremony.

Director of Personnel

SECRET

29 MAR 1966

MINORANDUM FOR: Mr. James S. Woods

CUBJECT : Quality Step Increase

- 1. I was pleased to learn that you have been granted a quality Step Increase. Such a recognition is proof of the high esteem in which you are held by your supervisors in the Clandestine Services.
- 2. Please accept my personal best wishes. I am confident that your future performance will be of a continuing high quality.

Deputy Director for Flans

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4 MAR 1955

MEMORANDUM FOR:

Deputy Director for Plans

ATTENTION:

DDP/OP

SUBJECT:

Request for Quality Step Increase for Mr. James S. Woods, GS-09

- l. On the basis of the information presented below, it is recommended that a Quality Step Increase be approved for Mr. James S. Woods.
- 2. Mr. Woods entered on duty with the Agency in April 1952 as a GS-03 Records and File Clerk assigned to RID. Since that time Mr. Woods has served as a Records Analyst at Headquarters, in Korea and Atsugi, Manila, and since 1961 in the Central Registry Section of the Tokyo Station. Mr. Woods is 37 years old and has been in grade as a GS-09 since 1958.
- 3. Mr. Woods' exceptional performance is described by the Tokyo Station as follows:
 - "A. Mr. Woods is now on his second tour as Chief of the Tokyo Station Registry. This unit is located at Fuchu Air Station and handles all correspondence for all Station elements. In view of the fact that the Station is located in five different geographic locations, a great deal of responsibility is given to Mr. Woods to ensure that action responsibility on incoming cables is rapidly and properly assigned, dispatches are correctly reuted and processed, correspondence from other local military agencies is correctly analyzed and routed, the twice-a-day courier system is functioning effectively, and the Station flexowriter is rapidly churning out priority dispatch traffic.
 - "B. The Registry is presently composed of six employees in addition to Mr. Woods, who is Chief of this unit. Mr. Woods does an exemplary job in supervising these employees with the result that the Station Registry is a smooth and well-functioning unit.

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- "C. In addition to his normal duties, Mr. Woods is constantly thinking of ways to increase the efficiency of the Station Registry, and to be of greater assistance to the Station as a whole. Several of his ideas have been adopted by the Station with a resulting increase in effectiveness. His positive approach to all problems and his cheerfulness and willingness to perform any task have benefited both the Station and the Agency.
- "D. In view of Mr. Woods' demonstrated ability to provide leadership to the Station Registry unit, his positive approach to the solution of the many problems which daily beset this unit, it is strongly recommended that he be promoted from GS-09 to GS-10 at the earliest opportunity."
- 4. Mr. Woods has continued to perform in an over-all "Strong" manner as indicated in his recent fitness report. He recently planned and effectively implemented the move of the Cable Secretariat from one location to another. In a dispatch, dated 22 November 1965, the present Chief of Station, Tokyo, stated, "There is little I can add to my predecessor's recommendation, dated 9 November 1964, for promotion of Mr. Woods. He is performing his duties as Chief of the Tokyo Station Registry with efficiency and dispatch. He is a strong supervisor who constantly strives to achieve the maximum economy in the use of his personnel and materials."
- 5. Consideration has been given to the granting of an Honor and Merit Award to Mr. Woods, but in this particular case it appears that a Quality Step Increase is more appropriate.

APPROVAL RECOMMENDED:

Secretary, CS Panel Section C

Date

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SUBJECT: Request for Quality Step Increase for Mr. James S. Woods, GS-09

CONCUR:

Jane Muller,

15 March 66

APPROVED:

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- 3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

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Triplicate -- Ta Employing Office

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TRAVEL AGREEMENT BY STAFF ENFLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

- In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 2 4 man from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.
- 2. It is understood and agreed that if I terminate for reasons. within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of mynelf, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.
- 3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

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Employee)
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Lorene E. Harbeck

UGILLLIMEIAT

29 November 1956

JAMES 5. WOODS

Korea Station wishes to express its appreciation to for his most diligent performance of duty during his recent TDY hero, his highly cooperative attitude and above all, his extreme experiess to get a job done well and expeditiously.

It was largely with his help that Korea Station was able to screen and process the voluminous material which needed to be hamiled in order to establish a coordinated and integrated record and file maintenance system.

All Koron Station personnel connected with the work of the TDI Team members were impressed and gratified by the expenses with which they assisted with details and helped with problems that were outside the responsibilities of their assigned task. Their pleasant manner, apt suggestions, their excellent cooperation and untiring efforts to complete more than the initially estimated workload, all crested a most favorable impression which reflects much credit not only on the team members themselves but on the Records Intogration Granch as well.

Leland H. CARLISIS Chief, NOSTA (Rear)

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CENTRAL INTELLIGENCE AGENCY 2430 E BTREET NW. WASHINGTON 25, D. C.

Date 23 July 1954

Dear

Jamos 3. Woods

1. This is to notify you that the United States Covernment, as represented by the Central Intelligence Agency, has accepted your employment effective 25 April 1954

Position: I.O.

Base Salary: 03-5 \$3535.00

2. You will be: "

- a. Entitled to annual and sick leave in accordance with Civil Service Commission rules and regulations, or such other provisions of law or regulations as may be established in lieu thereof.
- b. Reimburged for travel expenses in accordance with CIA Regulations or Standardized Covernment Travel Regulations, as amended.
- c. If stationed cutside continental United States, granted such monetary allowances as are prescribed by CIA Regulations.
- 3. As a condition of your employment by the Central Intelligence Agency, you are subject to assignment to tours of duty at posts outside the continental United States. Each time you are so assigned, unless otherwise specified in advance by CIA, you will be required to remain at the post to which assigned for a period of 24 months from the date of arrival thereat, unless scener transferred, reassigned or separated for reasons beyond your control. If you wish to return to the United States for personal reasons during that period, all travel and transportation costs incident to such return will be borne by you, with no expense to the Government.
- 4. If this employment is for assignment to an overseas post, it is understood and agreed that, unless carlier separated for reasons beyond your control, you will remain in Government service for 12 months after your arrival at your first overseas post, and if you violate this agreement, any money expended by the United States on account of your travel and the transportation of your immediate family and household goods will be considered a debt due to the United States.
- 5. Employment is conditioned upon satisfactory completion of the training courses prescribed by CIA and satisfactory performance of duty for a total period of six months from date of employment. In the event

12

either training or performance of duty is deemed unsatisfactory by CIA, you will be offered other types of employment; if available, or your employment will be terminated.

6. Your appointment is for such time as your services may be required and funds are available for the work of CIA. Notice of termination will be given you by procedure similar to that provided by Civil Service , rules and regulations.

> Official authorized to sign letters of appointment.

I accept the above agreement as a condition of my employment by CIA.

James Sabade 23 July 54

Form No. 51-104
June 1948

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FORM NO. 37-190

STANDARD FORM 61 (AFTER AUGUST 190)
PROBULGATED BY CIVIL STRUKT (COMMESSION
PROFILE PERSONNEL MARGIN

APPOINTMENT AFFIDAVITS

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| | C.I.A. | | Una | hington, P.C. | |
| | (Department or agency) | (Bw | ness or division) | (Place of employe | wat) |
| I, | James S. Wood | 3 | d | solemnly swear (or a | ffirm) that— |
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NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any face statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

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PERSONNEL QUALIFICATION QUESTIONNAIRE

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SEC, II, WORK EXPERIENCE
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Date Station Hannes

your present position. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

SEC. II. WORK EXPERIENCE (CONT'D.)

2. Previous Employment: Describe your previous work experience in sufficient detail to permit full recognition of your qualifications. Include military work experience. List last position first.

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| you may have been employed. 01 U.S. Secret Service 02 Civil Police 03 Military Police 04 U.S. Border Patrol 05 U.S. Narcotics Squad 06 FBI 07 Criminal Investigation Div. 21 Office of Naval Intelligence 22 Office of War Information 23 Army G-2 20 Office of Strategic Services SEG. III, FOREIGH LANGUAGES List below the foreign languages in whice | Air Force A-2 25 Foreign Economic Admin. 26 Counter Intelligence Corps 27 Immigration & Naturalization 28 Strategic Services Unit 29 Foreign Service, State Dept. 30 Central Intelligence Group 31 Armed Forces Security Agency 32 Coordinator of Information 33 Office of Facts & Figures 34 Board of Economic Warfare 35 Federal Communications Comm. 1 you have some competence. Be sure theck (X) your competence and how acques | to |
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| | COMPETENCE HOW ACQUIR | ED |
| LANGUAGE * If you have checked 'Fluent' for a languand written form (e.g., Arabic), explain | | |
| **Specialized Language Competence: Des involving vocabularies and terminology cations, and military fields. List the l | in the scientific, engineering, telecour | work nunj- |

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SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

| Çountry or Region | Dates of Residence, Study | Manner in Wh Was Aquired | | |
|-------------------|---------------------------|-----------------------------|--------|-------|
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2. Specialized Knowledge of Area

List specialized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

| Country. | Type of Knowledge | How and When Gained |
|----------|-------------------|---------------------|
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SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

| | Per Cent of | | WPM (Approximate | Pref | cr Ass | ignm | ent |
|---------------|-------------|-----------|-------------------|---------|---------|-------|-----|
| 5kill | Time Used | Not Used | Proficiency) | Usin | g Skill | Ofter | er |
| Typing | 1. 5 37 8 | 2. | 35 | 1. | Yes | ٤. | No |
| Shorthand | 1. | 2 | | 1. | Yes | 2. | No |
| Shorthand (| System: 1. | Manual 2. | Machine 3. Speedy | vriting | • | | |

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

| 1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. | Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. |
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SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

| List any professional o you hold membership. | r academic associations or honorary societies in wh | üch |
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| SEC. VIII. PUBLICATIONS | | | | , , , |
|---|---|---------------|---------------------------------------|--|
| List below the type of writing (non-fiction; prof | | | | |
| general interest subjects, current events, etc; | | | | ries, etc., |
| of any published materials of which you were as | ithor or | co-autho | r. | |
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| SEC. IX. INVENTIONS Describe any devices you have invented as to type and whether patented. | pe of wo | rk for wi | ich inte | nded |
| Device | | j | Patented | ······································ |
| | (1) | Yes | (2) | No |
| | 177 | Yes | (2) | No |
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| | 17.7 | 160 | (2) | 110 |
| EC. X. TESTS (Within present organization) Describe below the type of tests which you have | taken, | | | |
| Type of Test | | | Date | Taken |
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| EC. XI. PHYSICAL HANDICAPS List any physical handicaps you may have. | | | ···· | |
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| Are you willing to accept periodic tour of duty ov | | | | |
| (i) 2 year Tour \swarrow (2) 4 year Tour (3) No | t intere: | sted | | |
| C. XIII. WORK ASSIGNMENT n view of your total experience and education, for ou think you are best qualified? | or what a | assignme | nt do | |
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| SEC. XIV. MILITARY STATUS | | |
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| 1. Present Draft Status | | Na |
| Have you registered under the Selective Ser | vice Act of 1948? Fixes | No. |
| If yes, indicate your present draft classification | ation 4 H | |
| 2. Present Reserve or National Guard Status | | |
| Do you now have Reserve or National Guard | Status Yes No. | |
| If yes, complete the following. | | |
| 1. National Guard | . | |
| 2. Air National Guard | | |
| 3. Active Reserve Status (member of org | anized unit) | |
| 4. Inactive Reserve Status | | |
| - Por | | |
| Service ARM Y Grade P.F. | C Serial Number ER17 | 21478 |
| Reserve Unit with which currently aftiliated | N L | |
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| Service Mobilization Assignment, if any | · | |
| Location of Service Records, if known W | ashinton 25. D. | C |
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| SEC. XV. TRAINING | • | |
| List the training courses or subjects you ha | ve taken in this organizat | on. |
| Course or Subject | (from) Dates (to) | Hours |
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| EC VIII DEMARKS | • • | |
| EC. XVI. REMARKS | | |
| Use this space to indicate any other qualification not describe above. | ations you may have which | you do |
| not describe above. | | |
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QUALIFICATIONS UPDATE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 4445, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, Office of Personnel, Boom 5E-13 Headquarters, whether information is added or not. Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative. AME (Lost-First-Middle) SECTION I BIOGRAPHIC AND POSITION DATA EMP. SER. NO DATE OF BISTH 10032 20 FEB 28 WOODS Armiss SAUVIE EDUCATION SECTION II HIGH SCHOOL LAST MICH SCHOOL ATTENDED ADDRESS (Clip.State, Country) YEARS ATTENDED (From-To) GRADUATE COLLEGE OR UNIVERSITY STUDY SUBJECT STARS ATTENDED DEGREE YEAR MO. SEM/GTR. MRS.(Specify) NAME AND LOCATION OF COLLEGE OR UNIVERSITY RECEIVED OCCELVED 48 Scin HRS INIVERSITY OF MARYLAND 1964-1970 IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A BRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIDE ITS CONTENT. TRADE, CONNERCIAL AND SPECIALIZED SCHOOLS NAME AND ADDRESS OF SCHOOL STUDY OR SPECIALIZATION OTHER NON-AGENCY EDUCATION OF TRAINING NOT INDICATED ABOVE FROM 19 NO. OF MONTHS NAME AND ADDRESS OF SCHOOL STUDY OR SPECIALIZATION

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| SECTION VII | لحجنحا | | | IAL QUALIFICAT | | | | | | |
| PROVIDE INFORMATION ON | HODBIES. | SPORTS. LICENSES | | | | WHICH | YOU MAY | HAVE IN | ENTED. | |
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| SECTION VIII | | | | LITARY SERVICE | | | | | · | |
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| 4. HAVE YOU EVER BIEN IN. DR PETITION | | | | | 4 .0 | | | ···· | |
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| B DO YOU HAVE ANY FINANCIAL INTEREST WITH U.S. COMPORATIONS ON BUSINESSE ANSWERED "VES", GIVE COMPLETE DETAIL | S HAVING SUBS | TANTIAL | FOREIGN | INTERES | 151 | . 🗀 🕶 | 5 | | ES OR IN OR IF YOU HAVE |
| SECTION VI | | CITIZE | ISHIP. | | | | • | ··········· | |
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| 5. IF YOU HAVE APPLIED FOR U.S. CITIZE | NSHIP, IGDICA | TE PRESE | | | U# A | PPLICATION | (First | papera, | etc.) |
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| • | SECTION VIII | FOREIGN LA | UEGUAGE | ABILITI | E3 ' | | | | | |
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| ľ | E. INDICATE THE PURPOSE OF VISIT | T, RESIDENCE OR TRAVEL FO | R EACH | OF THE E | ESIONS OR | COUNTRIE | 10 L137E | D .46 | 30 A É | |
| H | SECTION X | TYPING AND STE | HOCDAR | | . C | | | • | | |
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| Si | ECTION XI | SPECIAL QU | ALIFICA | TIONS | | | | | | |
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| 3. | EXCLUDING EQUIPMENT NOTED IN S CHINES SUCH AS OPERATION OF SHOP | RTBREE 443to, MULTILITH. | | | | | | | | |
| 4. | IF YOU ARE A LICENSED OR CERTI Lawyor, CPA. Modical Technicia REGISTRY NUMBER, IF RNORN. | FIED WEDSER OF ANY TRADE II. 020.3. INDICATE THE RI | GR PRO | 65310N 1CFNSE | (Pilot. 5) GR CERTIF | I OCTE E DA | n, Bader HE OF 1: | 5 5U: | erator, I no state, | AND |
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| • | SECTION X1 CONTINUED FROM PAGE 4 |
| | 7. LIST ANY GIGNIFICANT PUBLISHED MATERIALS OF SPICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF SUITING (Von-fiction, scientific articles, general interes, subjects, novels, short stories, etc.) |
| | NA |
| | 8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED |
| | NA |
| ı | P. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS ESPERIENCE |
| | NA |
| | 10. LIST ANY PROFESSIONAL, ACADEMIC ON HONORARY ASSOCIATIONS OR SOCIETIES IN MINICH YOU ARE NOW OR MERL FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED. |
| | NA |
| 1 | SECTION XII ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE |
| I | 1. INCLUSIVE DATES (From- and To-) 2. GRADE 2. OFFICE/DIVISION/BRANCH OF ASSIGNMENT HPR-1952-JUNE-1964-4 R1 |
| Į | 4. NO. OF EMPLOYEES UNDER YOUR DIRECT S. OFFICIAL POSITION TITLE |
| | 6. DESCRIPTION OF DUTIES |
| ł | WORKED IN FILES doing FILING AND OTHER RELATED BUTIES. |
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| | RETIREMENT OF REGURDS TO HOS FROM BASE. |
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| | SET up SYSTEM OF RECORDS FOR STATION |
| | (Use additional pages if required) |

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| • [| SECTION XIII I. NUMBER OF CHILDREN (LACTIO | | ILDREN AND OTHE | R DEFENDENT | | | |
| | and adopted children; sho under 21 YEARS OF AGE, AND SUPPORTING. | ARE UNMARRIED. | | PATENTA, 6 WHO DEPENT THEIR SUPP CF AGE WAG | itepparenia, a Don you jou a | T LEAST 50% OF | |
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| 3- LANGUAGE [31-33] | 4. TODAY'S DATE | (34-39) | 5. | | - |
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| | PART/II-LANGUA | GE ELEXENTS | | • | |
| SECTION A. | Reading | (40) | | | |
| 1 CAN READ TEXTS OF ANY DIFFICULTY ONLY RANGLY, | | | | | |
| 2. I CAN READ TEXTS OF MOST GRADES OF DISTIONARY OCCASIONALLY. | DIFFICULTY, OF A GL | NERAL NATURE OR IN | FIFLOS I AM FAMIL | IAR WITH, US | ING THE |
| 3. FREGUENTLY, | ULTY (NOWAPARETH, FE | ference materials. | erc. j. USING THE E | VERNOITSIC | |
| 4. I CAN READ SIMPLE TEXTS, SUCH AS S | TOCET BIGNS, NEWSPAPE | R HEADLINES, EIC. | , USING THE DICTION | ARY FREGUENT | ILV. |
| 5. I HAVE NO SEADING ABILITY IN THE LA | ANGUAGE. | | • | | |
| SECTION B. | Writing (| (41) | | | |
| I CAN BRITE PERSONAL LETTERS AND S I. BRITE FACTUAL MARRATIVE AND EXPOSI MATINE STYLE. USING THE DICTIONARY | TORY MATERIAL BETH RE | COMPLETE SUCCESS ASONABLE CLARITY, | WITHOUT USING THE CRAN | PETTONARY. | 1 CAN DRS. IN |
| I GAN GRITE PERSONAL LETTERS AND S 2. RARELY, I CAN WRITE FACTUAL NARWA FRACES, BUT IN A STYLE WHICH MAY NO | TIVE AND EXPOSITORY N | ATERIAL WITH REASO | DNABLE CLARITY, WIT | ICTIONARY ON H FEW GRAMMA | RY MACAL |
| i Can write Personal Letters and Si 3. But dith Occasional Miner Grammatic Occasionally. | | | | | |
| 4. I CAN ARTTE PERSONAL LETTERS AND EL GUT MAIN MANY GRAMMATICAL ERRORS AN | MILAR SIMPLE NATERIA D IN A VERY FOREIGN. | E, BITH REASONAGEE AWAMARD STYLE, US | SUCCESS IN CONVEYING THE DICTIONARY | ING MY MEANT PREGLENTLY. | sc. |
| 5. I CAMBUT WRITE IN THE LANGUAGE. | | | • | | |
| SECTION C. | Pronunciatio | n (42) | | | · |
| I. MY PROMUNCIATION IS NATIVE. | | | | | |
| Z. WHILE MATERES CAN DETECT AN ACCENT | IN MY PROMUNCIATION 1 | THEY HAVE NO DIFFE | GULTY UNDERSTANDED | 3 6 6.00 | |
| 3. MY PROMUNCIATION IS OBVIOUSLY FORCE | GN: BUT GNEY BARGEY (| CAUSES DIFFICULTY | FOR NATIVES TO UND | 43 7440. | |
| 4. MY PAGNUACIATION IS OCCUMBALLY DIS | FFECULT FOR MATIVES 1 | O UNDERSTAND. | | | |
| 5. I have no table in Phonunciation. | | | 1,919.4 | | |
| | CONTINUE ON REVE | RSE SIDE . | 4 | · Company and | |
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| | | CONTINUATION OF PART 11-LANGUAGE ELEMENTS |
|-------|---------------------------------------|---|
| SECTI | on o. | Speaking (43) |
| 1. | I SPEA IN ALS | FLUINTLY AND ACCURATELY IN ALL PRACTICAL AND SCCIAL BITUATIONS: I CONVERSE FREELY AND IDIOMATICALLY TELDS WITH WHICH I AM FAMILIAN. |
| 2. | I SPEA WITH W | FLUENTLY AND ACCUPATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS: I CAN CONVERSE IN MOST FIELD ON I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERDS. |
| 3. | I GET A | NG QUITE BELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIE |
| 4. | 1 MANA | TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL. |
| 5. | I HAVE | O ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS. |
| ECTIO | ON C. | Understanding (44) |
| ·1. | I UNDE NEARLY | STAMO NON-TECHNICAL CONVERSATION ON ALL SUBJECTS. DOTH FACE-TO-FACE AND ON THE TELEPHONE: I UNDERSTA Verything I mear on the radio and at the movies. Plays, and lectures. |
| 2. | I UNDE UNDERS PUNS. | STAND NON-TECHNICAL CONVERSATION ON NEARLY ALL BUBJECTS. BOTH FACE-TO-FACE AND ON THE TELEPHONE! I ND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AN |
| 3: | i under Phoner | TAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL. BOTH FACE TO FACE AND ON THE TELE- UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES. |
| 4. | 1 UNDER | TAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE: I UNDERSTAND SOME OF WHAT N THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES. |
| 5. | I AM NO | ABLE TO UNDERSTAND THE SPOREN LANGUAGE. |
| | . 8 | ORE CONTINUING - CHECK PART II. TO EMBURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION. |
| | | PART 111-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45) |
| 1. | L HAVE | O EXPENIENCE AS A TRANSLATOR. |
| 2. | HAVE | O EXPERIENCE AS AN INTERPRETER. |
| 3. (| BOTH OF | NC ABOVE STATEMENTS APPLY. |
| 4 | ione of | HE ABOVE STATEMENTS APPLY. |
| | · · · · · · · · · · · · · · · · · · · | PART IV-CERTIFICATION |
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| gant fremone present positi yes performs | Use a separate block for each position, litert with your caprinces should some not work back, explaining clearly the principal tasks which did in each position, cercuning for all periods of unsupplyment. (a) If you were used into the first certificant to the week that they are in it. | be-described in the spa ever employed in any print 5 of this application | res below. | n its tred | ici sequence | . 1 |
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| 24 REFERENCES Liet three persons living in the Un red Bin your qualifications and fitness for the position for which your | tes de T | errite | Do i | of the United Blates who are NOT related to you and who have definite a not repeat names of supervisors listed under Item 16 (EXPERIENCE). | Demission of |
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| FULL NAME | (Oire | com | plete | PRESINE STITES, UN POWER ACCORDED AND NUMBER BUSINESS OR OCCUPRENT AIDENSE, INCLUDING STREET AND NUMBER) | מכנויונטי |
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| Rerland W Berg | | 8. (| | tonwood 5 Grand Forks Teacher | 7(3 ' h3 |
| 29 MAY INQUIRY BE MADE OF YOUR PRESENT EMPLOYER REGARDING | | | | 35 ARE VOLLAR OFFICIAL OR EMPLOYEE OF ARVISTATE TERRITORY COUNTY | 100 |
| CHAPACTER QUALIFICATIONS ETC ! | TUTED . | | _ | OR MUNICIPALITY! If your answer is "Yes," give details in Item 39 | X |
| STATEST. 27 ARE YOU NOW OR HAVE YOU EVER BIT! A MEMBER OF THE COMM | | <u> </u> | | 36 DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CHYLLAN CAPACITY ANY RELATIVE OF YOURS (BY DELOG) ON MARRIAGE, WITH WHOM YOU LIVE OR MANE LIVED WITHIN THE PAST 24 MONERS) | |
| PARTY U.S. A. OR ANY COMMUNIST ORGANIZATION | | | <u>x</u> _ | If your answer is "Yes," show in Irom 39 for EACH such selective (1) full name, (2) present addrese; (3) relationship; (4) Department or Agency by which employed, and (5) kind of apprintment | _ x |
| 28 ARE YOU NOW OR HAVE YOU EVER SEEN, A MEMBER OF A FASCIST OF FEATURE. | RCAM- | | x | SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERS | NCE |
| 29 ART YOUNDW OR HAVE YOUT STEER, A MEMORE OF ANY OR CANLLA ASSOCIATION, MOVEMENT GROUP, OR COMBINATION OF PERSONS WHITE OWNER, OR COMBINATION OF PERSONS WHITE OWNER AS THE OVERTHOOM OF O'S A CONSTITUTIONAL PERSON OF COURSE. O'S ADVOCATING ON ASSOCIATION MOVEMENT GROUP OF COURSE. THE OWNER HICH HAS A COPITED A PULL OF ADVOCATING ON A PRICE OF MOVIEMENT OF A COMBINATION OF ACT OF STEED OF OR PRICE OF MOVIEMENT OF THE WRITED STEELS OF O'S HAG TO ALTER THE FORM OF GOVERNMENT OF THE WRITED STEELS OF O'S TRITTUTIONAL MEMORY. | H AD- VENT, ATION DV:NG ISONS | | x | A. If you are claiming perference as PRACETIME WETERAN been sequed a compaign badge or service rubbon, or as a DISABLE BRAN, or as the WIFE OP A DISABLED VETERAN, or as the WA WAK OR CAMPAION VETERAN, attack Veteran Preference of the Campaign of the Camp | ED VET- IDOW OF ice Chara preference rence will to submit |
| If your answer to question 27, 28, or 29 above is "yes," a in Item 39 the names of all such organizations, association morements, groups, or combination of persons and date membership. Give complete details of your estimates therein and make any explenation you device regard | ons. | | | 37 (A) WERE YOU EVER IN THE UNITED STATES WILLTARY OR RAVAL SERVICE DURING TIME OF WAR! | 7(13 kg |
| your membership or activities therein | }- | | x | (b) 15 THE WORD "HONORABLE" OR THE WORD "SATISFACTORY" USED IN YOUR DISCHARGE OR SEPARATION PAPERS TO SHOW THE TYPE OF YOUR | |
| 30 Since your istn birthday, have you ever been apprised indice bir-dunisabies info court as a defendant in algrivinal process og convicted, eired, or imprisorio on placed on procession or | HAVE | | | DISCHARGE OR SEPARATION! CI WAS SERVICE PERFORMED ON AN ACTIVE PULL TIME BASIS, WITH FULL MILITARY PAY AND ALLOPAMCIST. | X |
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| offense or violation; (3) the name and location of the co. (4) the penalty imposel, if any, or other disposition of case. If appointed, your fingerprints will be taken | urt; | | x | Army ER 17 214 7 | 04 |
| 31 HAVE YOU EVEN BEEN DISCHARGED ON FORCED TO PEON ON FOR MIS- LACT OR UNDATISFACTORY MARKET FROM ANY POSITION. If your answer is "Yes," give in from 19 the name a address of mingloyer, date, and reason in each case. | | | x | SA IAL IF YOU SEPTED IN THE CONTED STATES MILITARY OR HAVAL SERVICE DURING PRACETIME ONLY DO YOU, PROPULATE IN A CAPPAID ON EXPEDI- TION AND RECENE A CAUPAIGH BACKE OF SERVICE RIBBONI | X |
| W. HAVE YOU TITE BEEN BARRED BY THE U.S. CIVIL STRING CONVISION OF TAXING LANGUAGES IN "YEA". " gird dates of and responsible for the first language. It is not seen that the first language is "Yea". | | | | (O) ARE YOU A DISABLED STREAM If so, and you have not listed your disability in answer to list it, explain in lines 19 below (C) ARE TOY A VETERAS 3 WICKIN SHY) MAS NOT REMARKED! | K. |
| 33 HAVE YOU ARE PRIVICAL HANDICAS DISEASS OR STREET DESERVE | · | - | <u>* </u> | TO ARE YOU THE WIFE OF A VESEPAR WIFE MAS A SERVICE CONNECTED THE ANGEL OF SERVICE CONNECTED THE ANGEL OF SERVICE ANGEL AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE MENT OF SERVICE AND THE SERVICE AND TH | |
| mace amount of considerals as a complete details in lead if your answer is "Yee," give complete details in leaf if elect consideration can be given to your physical diness the following the consideration can be given to your physical diness. | | | x | THIS SPACE FOR USE OF APPOINTING OFFICER ONLY The information contained in the apparets to Question 37 above has be | een vail. |
| THE PAY YOU RECINE AN ARRESTY FROM THE UNITED STATES OF DISTR OF UNIVERSA COMMINISHED LIBER ANY REFLECTION ACT OR HAVE PLAY ON DEATH COMMINISTICS FOR MILLIARY ON RAPA SPAYER. | YON | | | field by comported with the desharge certificate on | 19 |
| If your answer is "Fee," give complete details in Item 3 | | mho | | Agen / Tite: | |
| [18 to 46] | • | | - , | Free No. | |
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| Betwee eigeing this application should have over to CENTIFY that the statements could by six is said between and are made in good faith. | I to m | opri | tura lesti: | that you have answere! Abl. q. returns correctly, an are true, simplicite, and exerce to the test of my have | junes |
| False statement on this application is punishable by Low (H. S. Code, 18th 18th Berling 80) | 11786 | 10 B | APFI | insi Jan: Jahad | اسه |

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Aaker's School of Business

Grand Forks, North Dakota

REPORT OF PROGRESS

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CONFIDENTIAL SECURITY APPROVAL



Date: 26.March 1952

10: Chief, Personnel Division

Your Reference: #-3007A

FROM: Chief, Security Division

Case Number: 61/15

SUBJECT: WOODS, James Earryle

 This is to advise you of security action in the subject case as indicated below:

Security approval is granted the subject person for access to classified information.

Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Faragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of the ECD procedures.

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G. V. Beneralie

CONFIDENTIAL

FORM HO. 98-191 JUL 1951 98-191 per

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CONFIDENTIAL
STCURITY INFORMATION
INTEROFFICE MEMORANDUM

Date: 29 Feb. 1952

To: Chief, Personsel Mivision

FROM: Chief, Security Division

SUBJECT: WOODS, James Sauvie

. 61415

Georgest No. 11-3007-A

1. Reference is made to your request for security electrones of the subject person who is being considered for employment in the following position: File Clerk, CS-2, OSO, RI, Proc. & Fec., Washington, D. C.
2. This is to advise you of the following security action:

a. Provisional accurity clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity:

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. not have access to secure areas; 3. not be insued a badge or credential; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

b. Name-checks have been completed on this person. Arrangementa should now be made by your office for an interview in this Division. Upon completion of this interview further consideration will be given to the requested Limited clearance for access to information classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should be arranged after entrance on duty.

c. Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limits from and should be instructed to supply future supervisors with advice as to the limitation so as to insure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full clearance upon completion of this action. Upon receipt of full accurity clearance, the present limitation will be reasinged and supervisors should be advised accordingly.

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CONFIDENTIAL

FORM NO. 98-106

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INTEROFFICE MEMORANOUN

Date: 25 January 1952

To: Chief, PersonnelDivision

FROM: Chief, Security Division

SUBJECT: WOODS, James Sauvie #61415 Request No. N-3007

- 1. Reference is made to your request for security clearance of the subject person who is being considered for employment in the following position:
 - 2. This is to advise you of the following security action:
 - a. Provisional security clearance is granted to permit subject's employment on a temporary basis in the following area or in the following capacity: D Street Pool.

This clearance is granted upon the condition that subject: 1. not have access to classified material; 2. Zot have access to secure areas; 3. not be issued a badge or credentish; 4. not represent himself as a CIA employee; and 5. not be assigned to any unclassified duties other than indicated above.

- b. Name-checks have been completed on this person. Arrangements should now be made by your office for an interview in this Division. completion of this interview further consideration will be given to the requested Limited clearance for access to infirmation classified no higher than Secret. If subject has not entered on duty under a previously granted provisional clearance the interview should to arranged after entrance on duty.
- c. Subject is security approved for temporary appointment to a position requiring access to information classified no higher than Secret.

Officials of the employing office should be advised of this security limitation and should be instructed to supply future supervisors with advice, as to the limitation so as to issure continued compliance.

Security action to effect full approval is continuing and your office will receive advice of full alearence upon completion of this action. Upon receipt of full security clearance, the present limitation will be rescinded and sypervisors should be advised accordingly.

3.

supervisor

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CONFIDENTIAL

FORM NO. 98-106

DAF OF TERMINATED FILE BEING MICROFILMED